



**Public Meeting Room A  
Delta Administration Building  
7710 West Saginaw Highway  
Lansing, MI 48917**

**TOWNSHIP BOARD  
REGULAR MEETING  
AGENDA  
May 5, 2014  
6:00 P.M.**

- I. CALL TO ORDER**
- II. OPENING CEREMONIES – Pledge of Allegiance**
- III. ROLL CALL – Members:** Supervisor Ken Fletcher, Clerk Mary Clark, Treasurer Howard Pizzo, Trustees Dennis Fedewa, Jeff Hicks, R. Douglas Kosinski, Karen Mojica
- IV. PRESENTATIONS AND PROCLAMATIONS**
  - 1. Badge Pinning, Fire Department Personnel**
    - a. Javier Ornelas
    - b. Eric Miller
    - c. Travis McMillan
- V. SET/ADJUST AGENDA**
- VI. PUBLIC HEARINGS**
- VII. COMMUNICATIONS**
- VIII. PUBLIC COMMENTS FOR ITEMS NOT ON AGENDA (*maximum two minutes*)**
- IX. INTRODUCTION OF ORDINANCES**
- X. PASSAGE OF ORDINANCES**
  - 2. Adoption of Proposed Chapter 43 of the Delta Township Code of Ordinances**

The Community Development Department recommends that the Township Board adopt the proposed Chapter 43 of the Delta Township Code of Ordinances, which would regulate the display of tents.
  - 3. Adoption of Proposed Sections 42-5 and 42-34 of the Delta Township Code of Ordinances.**

The Community Development Department recommends that the Township Board delete the existing section 42-5 and amend the text of section 42-34 of the Delta Township Code of Ordinances, which pertain to the Vending Ordinance.

**XI. CONSENT AGENDA** – Anyone may request item/s to be pulled from the consent agenda for discussion. If left on the consent agenda, the items will be voted on by a roll call vote of the Board en masse. Then, the individual item/s will be discussed and voted upon.

**2. Bills and Financial Transactions**

\$1,042,253.46

**3. Minutes**

April 21, 2014 Regular Board Meeting Minutes

**XII. ITEMS REMOVED FROM CONSENT AGENDA FOR DISCUSSION**

**XIII. ITEMS ADDED TO AGENDA UNDER SECTION V. SET/ADJUST AGENDA**

**XIV. ITEMS OF BUSINESS**

**4. Recommendation to Award Webster Road Water System Improvements**

The Township Engineer recommends that the Township Board accept the bid from Concord Excavating and Grading, Inc. for the Webster Road Water System Improvements in the amount of \$269,839.00.

**XV. MANAGER'S REPORT**

**XVI. COMMITTEE OF THE WHOLE**

**5. Block Party Kit Discussion, Jen Roberts**

**XVII. PUBLIC COMMENTS** (*maximum five minutes*)

**XVIII. ADJOURNMENT**

**CHARTER TOWNSHIP OF DELTA**

**MARY R. CLARK, TOWNSHIP CLERK**

Phone (517) 323-8500

*Individuals with disabilities requiring auxiliary aids or services who are planning to attend Township meetings or hearings should contact the Clerk's Office by writing or calling in advance (323-8500) to inform them of the date of the meeting/hearing that will be attended. Copies of minutes may be purchased or viewed in the Clerk's Office from 8 a.m. to 5 p.m., Monday through Friday.*

# MEMO

TO: Township Board  
Delta Charter Township

FROM: Christopher Gruba, Planner  
Community Development Department

DATE: May 1, 2014

SUBJECT: Final Consideration of Tent Display Ordinance for churches, schools and properties zoned commercial, office and industrial

## **History**

### May 13, 2013

Mark Graham authored a memo to Manager Watkins regarding tent displays.

### May 20, 2013

The Township Board briefly discussed tent displays on commercial properties. The general consensus was that this issue should be placed on a future Board agenda for further discussion.

### August 12, 2013

A list of “Future Committee of the Whole Topics” was identified which included tents.

### November 13, 2013

Mark Graham authored a memo to Manager Watkins regarding tent displays. The memo noted the Fire Code regulations pertaining to tents, provided pros & cons of regulating tents, and included a chart depicting tent regulations in other municipalities.

### December 2, 2013

The Township Board adopted amendments to the International Fire Code. The amendments included a reduction in the period a tent may be erected from 180 days to three periods not to exceed thirty days, being a total of 90 days, in a calendar year.

### December 9, 2013

Mark Graham reviewed his November 13, 2013 memo with the Township Board at a Committee of the Whole meeting. Staff was directed to proceed to initiate amendments to the Code of Ordinances pertaining to tent displays. The general consensus of the Board was to limit tent displays to 45 days even though the Fire Code had recently been amended to permit 90 day displays.

### March 17, 2014

A draft of the tent display ordinance was brought before the Board for discussion. At this time, the ordinance did not reference churches and schools. Fire Chief Clark requested that the proposed tent display ordinance include references to churches and schools to be compatible with

Delta Township Board  
Consideration of Tent Display Ordinance  
May 5, 2014  
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the Fire Code and Fire Department procedures. The Board expressed a general agreement with the proposed ordinance.

April 21, 2014

The Tent Display ordinance was brought before the Board for formal introduction. Minor changes were made to the proposed ordinance since the March 17<sup>th</sup> meeting. The Board was in general agreement with the proposed ordinance.

May 5, 2014

The Tent Display ordinance is before the Board today for final action. This would add the Tent Display ordinance under Chapter 43 to the Code of Ordinances. A copy of the proposed ordinance has been included with this memo.

**Proposed Resolution:**

**“I move that the Delta Township Board adopt amendments to Chapter 43 of the Delta Township Code of Ordinances, which would regulate the display of tents. The Township Clerk is hereby directed to publish a notice of adoption in local newspapers, and the final amendments shall become effective upon publication.”**

/cg  
Attachments  
K:\Planning\Chris Gruba\Research Projects\Tent Sales & Outdoor Display

## **CHAPTER 43 Tent Displays**

### **Article I. In General**

#### **Section 43-1. Definitions**

- Tent: A structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.
- Tent Display: The erection of a tent on the ground displaying goods or services for promotion or sale on church and school properties and parcels zoned office (O), business (B1, B2) and industrial (I1, I2).

#### **Section 43-2. General Regulations**

- a. A maximum of five (5) permits authorizing a tent display for nine (9) consecutive days shall be issued in any calendar year for any property. Permits may be issued back to back.
- b. Tent displays shall not be erected in a road right of way, over a sidewalk, or obstruct a barrier-free parking space.
- c. Signs attached to a tent display or within the interior of a tent which are in view of the general public shall comply with the requirements of the Sign Ordinance.
- d. Tent displays shall be maintained in a clean and sanitary condition and all litter & debris removed at the cessation of the tent display.

### **Article II. Permit**

#### **Section 43-3. Permit Required**

- a. No person shall erect a tent display without first obtaining a permit as provided for herein with the following exceptions:
  1. Tent displays associated with the sale of produce on the same property on which it was grown.
  2. Tent displays maintained by the United States of America, the State of Michigan, any agencies thereof, as well as local municipalities.
  3. Parcels developed for church and school uses shall not be regulated for tents under 200 square feet.
- b. Application for a permit to erect a tent display shall be made to the Township Zoning Administrator or his/her designee by submission of the required forms and information. The

application shall be accompanied by payment of a fee in an amount established by the Township Board. A sketch shall be submitted with the application depicting the proposed location of the tent display on the property.

- c. The tent display permit shall be attached to the tent and in public view at all times.
- d. The granting of a permit for a tent display shall not relieve the applicant from compliance with other applicable ordinances including but not limited to the Township Fire Code, Noise Ordinance and Vending Ordinance.
- e. The Zoning Administrator or his/her designee may revoke any tent display permit upon a finding that provisions of this chapter have been violated. The Zoning Administrator or his/her designee may impound any tent display which has been erected in violation of this chapter.

K:\Planning\Chris Gruba\Research Projects\Tent Sales & Outdoor Display

April 22, 2014

To: Delta Township Board

From: Mark Graham, Community Development Department

Subject: Vending Ordinance Amendments, Final Adoption

### **Chronology**

#### **February 10, 2014**

The Township Board discussed whether vendors on Township properties should be required to obtain a vending license. Staff was asked to research the vending regulations of other communities.

#### **March 17, 2014**

Staff was directed to draft amendments to the Township's vending ordinance which would exempt Vendor's on Township properties from the licensing requirement but mandate that employees undergo a background check.

#### **April 21, 2014**

The Township Board introduced amendments to the Vending Ordinance being sections 42-5 and 42-34 of the Code of Ordinances. The amendments clarify the requirements for vending activities on Township properties.

#### **May 5, 2014**

The Township Board is scheduled to take final action on proposed amendments to sections 42-5 and 42-34, paragraphs 6 & 7, of the Township's Code of Ordinances.

**Proposed Text**

~~Sec. 42-5 Vending in Township Parks~~

~~No vending license shall be issued for vendors in any area controlled by the township parks commission, unless first authorized in writing by the parks commission, its authorized agent or the appropriate governmental agency.~~

Note: Sections 42-6 & 42-7 which follow the deleted sec. 42-5 would have to be renumbered.

Sec. 42-34. Exceptions from license requirement.

Persons identified under this section shall not be required to obtain a vending license. ~~In addition all fees associated with the granting of such licenses shall also be waived.~~ Persons excepted below shall otherwise comply with the applicable regulations:

- (6) Persons under the age of 17.**
- (7) Persons involved in a vending activity on property leased or owned by Delta Township are subject to the following:**
  - (a) Each person shall submit an application on a form provided by the Township Clerk.**
  - (b) Each person shall be responsible for the Township's costs of verifying the person's identification, driving record and criminal history.**

**Proposed Motion**

**"I move that the Delta Township Board delete the existing section 42-5 and amend the text of section 42-34 of the Delta Township Code of Ordinances, which pertains to the Vending Ordinance. The Township Clerk is hereby directed to publish a notice of adoption of the amendments in local newspapers and the amendments shall become effective upon publication."**

C:\rpt\studies\Vending on Twp Properties #4



DELTA CHARTER TOWNSHIP  
FINANCE REPORT  
FOR TOWNSHIP BOARD MEETING  
5/05/2014

Disbursement requests listed on the following pages, totaling \$ 1,042,253.46 have been received and reviewed by the Manager, Finance Director, and Clerk. It is recommended that all listed vouchers be approved for payment.

Bond/Debt Payments

Investments

Payroll & Related	316,573.99
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Refunds	2,268.41
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Tax Distributions	60,958.76
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Vendor Claims	662,452.30
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Total	\$ 1,042,253.46
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Ken Fletcher, Township Supervisor

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Mary Clark, Township Clerk

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Howard Pizzo, Township Treasurer

PAYABLES FOR DELTA CHARTER TOWNSHIP  
BOARD AGENDA DATE 5/05/14

Check Date	Check	Vendor Name	Description	Amount
04/23/2014	287193	AT&T	CABLE SERVICE	148.00
04/23/2014	287196	CARQUEST - THE PARTS PLACE	RADIATOR HOSE	253.15
04/23/2014	287197	CONSUMERS ENERGY	GAS & ELECTRIC FOR MULTIPLE ACCTS	2,300.98
04/23/2014	287198	CONSUMERS ENERGY	GAS & ELECTRIC SERVICES	1,214.57
04/23/2014	287199	JULIE DILLON	INSTRUCTOR FOR CHAIR EXERCISE CLASS AT MALL	28.00
04/23/2014	287200	EATON COUNTY TREASURER	MTT TAX TRIBUNAL CHANGES	16,014.49
04/23/2014	287202	JOYCE FARMER	TEACHING CHAIR EXERCISE CLASS AT MALL	14.00
04/23/2014	287203	FIREFIGHTERS ASSO OF MICHIGAN	PAYROLL W/H UNION DUES	1,020.00
04/23/2014	287204	WEX BANK	FUEL PURCHASES FOR TWP. FLEET	13,047.32
04/23/2014	287205	FRONTIER	TELEPHONE SERVICE	52.00
04/23/2014	287208	CHAD HIGBEE	STRIP PAPER & BASE, REPAIR/REPAINT WALLS	1,350.00
04/23/2014	287212	MCMASTER-CARR SUPPLY CO.	NEEDLE VALVE	95.67
04/23/2014	287214	SIGNS BY CRANNIE, INC	REFUND PERMIT REG FEE NOT OWED	15.00
04/23/2014	287216	BRIAN SNIDER	REFUND ADULT SOFTBALL UMPIRE FEES	250.00
04/23/2014	287217	ALEAH ERWIN	REFUND BOYS BASEBALL 6/7 YR OLD	55.00
04/23/2014	287218	CORIZON	REFUND ADULT SOFTBALL UMPIRE FEES	130.00
04/23/2014	287219	BRIAN SNIDER	REFUND ADULT SOFTBALL UMPIRE FEES	250.00
04/23/2014	287220	LEAH A. LYON	REFUND FACILITY RENTAL DEPOSIT	250.00
04/23/2014	287222	JUSTIN STRACK	REIMBURSE RENEWAL STATE WW OP CERTIFICATE	95.00
04/23/2014	287224	MARK J FREUND INC	REFUND FOR WATER INSTALL #15938	183.41
04/30/2014	287225	AT&T	TELEPHONE SERVICE	39.57
04/30/2014	287226	JACKLIN BLODGETT	CONTRACTUAL - AQUATICS	60.00
04/30/2014	287227	LORI BOLAN	CONTRACTUAL - AQUATICS	105.00
04/30/2014	287228	MATTHEW BROWN	CONTRACTUAL - SOCCER REF	36.00
04/30/2014	287229	CARQUEST - THE PARTS PLACE	VEHICLE MAINTENANCE PARTS	456.61
04/30/2014	287232	COMCAST	CABLE - 6548 OLD RIVER TRAIL	169.30
04/30/2014	287233	COMCAST	TV/INTERNET SERVICE 4538 ELIZABETH RD	149.63
04/30/2014	287234	COMCAST	CABLE - 5915 HAAG	89.40
04/30/2014	287235	COMCAST	CABLE - 3300 W. MICHIGAN AVE	89.40
04/30/2014	287236	COMCAST	CABLE - 6575 WILLOW HWY.	89.40

04/30/2014	287237	CONSUMERS ENERGY	GAS CHARGES FOR MULTIPLE ACCOUNTS	3,361.42
04/30/2014	287238	BRITTANY DALE	CONTRACTUAL - SOCCER REF	60.00
04/30/2014	287240	JACOB DOWLING	CONTRACTUAL - SOCCER REF	64.00
04/30/2014	287241	DEBRA DUFFY	CONTRACTUAL - AQUATICS	90.00
04/30/2014	287242	EATON COUNTY TREASURER	TAX DISTRIBUTION - DELQ	20,605.47
04/30/2014	287243	EATON INTERMEDIATE SCHOOLS	TAX DISTRIBUTION - DELQ	2,214.73
04/30/2014	287244	JULIANA FIGUEIREDO	CONTRACTUAL - SOCCER REF	48.00
04/30/2014	287245	CALEB FORD	CONTRACTUAL - SOCCER REF	128.00
04/30/2014	287246	NOAH FORD	CONTRACTUAL - SOCCER REF	128.00
04/30/2014	287247	FRONTIER	TELEPHONE SERVICE	83.86
04/30/2014	287248	GRAND LEDGE PUBLIC SCHOOLS	TAX DISTRIBUTION - DELQ	5,401.38
04/30/2014	287249	GRANGER	TRASH REMOVAL SERVICE AT FIRE STATIONS	149.11
04/30/2014	287250	MARALYN HYDE	CONTRACTUAL - AQUATICS	220.00
04/30/2014	287251	INGHAM INTERMEDIATE SCHOOLS	TAX DISTRIBUTION - DELQ	7,987.25
04/30/2014	287252	JARED KLEPAL	CONTRACTUAL - SOCCER REF	36.00
04/30/2014	287253	LANSING BOARD OF WATER & LIGHT	ELECTRICITY FOR MULTIPLE ACCTS	436.96
04/30/2014	287255	LANSING BOARD OF WATER & LIGHT	ELECTRICITY FOR MULTIPLE ACCOUNTS	3,956.68
04/30/2014	287256	LANSING BOARD OF WATER & LIGHT	ELECTRICITY FOR MULTIPLE ACCOUNTS	7,431.52
04/30/2014	287257	LANSING BOARD OF WATER & LIGHT	ELECTRICITY FOR MULTIPLE ACCOUNTS	30,326.12
04/30/2014	287258	LANSING BOARD OF WATER & LIGHT	ELECTRICITY FOR MULTIPLE ACCOUNTS	2,108.51
04/30/2014	287259	LANSING BOARD OF WATER & LIGHT	ELECTRICITY AT SUBSTATION	782.21
04/30/2014	287260	LANSING BOARD OF WATER & LIGHT	ELECTRICITY FOR MULTIPLE ACCTS	293.14
04/30/2014	287261	LANSING COMMUNITY COLLEGE	TAX DISTRIBUTION - DELQ	6,395.05
04/30/2014	287263	TRESTIN MANCILLAS-FINNERTY	CONTRACTUAL - SOCCER REF	36.00
04/30/2014	287264	CAROLYN MCARTHUR	CONTRACTUAL - AQUATICS	120.00
04/30/2014	287265	METLIFE	DENTAL INSURANCE COVERAGE	14,259.51
04/30/2014	287266	MYERS, KIRK D	REFUND OVERPMT PERMIT PM140200	5.00
04/30/2014	287267	ARCTIC FLAME HEAT & COOL	REFUND MECH LIC REG OCT 2013 PM140124	15.00
04/30/2014	287268	CUSTOM ELEC. INC	REFUND REG WAS PD IN MAR PE140150	15.00
04/30/2014	287270	CHARLES SCOTT	REFUND ADULT SOFTBALL UMPIRE FEE	378.00
04/30/2014	287271	JOHN SULLENBERGER	REFUND ADULT SOFTBALL UMPIRE FEE	250.00
04/30/2014	287272	BETTY CHANDLER	REFUND DETROIT ZOO SPRING 2014	46.00
04/30/2014	287273	DONNA BIXLER-SIMPSON	REFUND DETROIT ZOO (2 EA) SPRING 2014	92.00
04/30/2014	287274	JACK STUCKO	REFUND DETROIT ZOO SPRING 2014	46.00

04/30/2014	287275	LAURENA HOFFMEYER	REFUND DETROIT ZOO SPRING 2014	46.00
04/30/2014	287276	MARGARET YOCK	REFUND DETROIT ZOO SPRING 2014	46.00
04/30/2014	287277	SUSAN MOORE	REFUND DETROIT ZOO SPRING 2014	46.00
04/30/2014	287278	RYAN DENEEN	REFUND ADULT SOFTBALL UMPIRE FEES	150.00
04/30/2014	287279	PHYSICIANS HEALTH PLAN	HEALTH INSURANCE COVERAGE	125,345.11
04/30/2014	287281	BARBARA ROSSI	CONTRACTUAL ZUMBA GOLD CLASSES	736.00
04/30/2014	287282	SHINN'S TAEKWONDO WEST	SHARE OF CLASS FEES SHINN'S TAEKWONDO	24.00
04/30/2014	287283	MITCHELL G. SIMON	CONTRACTUAL - SOCCER REF	24.00
04/30/2014	287284	JUDITH STURLEY	CONTRACTUAL - AQUATICS	40.00
04/30/2014	287285	TDS METROCOM	TELEPHONE SERVICES	184.06
04/30/2014	287286	UPS	POSTAGE	36.79
04/30/2014	287287	WAVERLY COMMUNITY SCHOOLS	TAX DISTRIBUTION - DELQ	18,354.88
04/30/2014	287288	BRITTEN WESLEY	CONTRACTUAL - SOCCER REF	132.00
04/30/2014	287289	MADISON WESLEY	CONTRACTUAL - SOCCER REF	84.00
04/30/2014	287290	ZAYO ENTERPRISE NETWORKS	HIGH SPEED PHONES & INTERNET ACCTS	3,890.01
05/07/2014	287291	AC&E RENTALS	PROPANE TANK	46.22
05/07/2014	287292	ACROSS THE STREET PRODUCTIONS, INC.	FIRE TRAINING 2 EMPLOYEES	500.00
05/07/2014	287293	AIRGAS USA, LLC	MEDICAL OXYGEN	329.07
05/07/2014	287294	AIS CONSTRUCTION EQUIPMENT	SEAL KIT FOR EQUIPMENT	218.88
05/07/2014	287295	ALRO STEEL	USABLE DROPS EQUIPMENT MAINTENANCE	132.00
05/07/2014	287296	AMERICAN RENTALS, INC.	PORTABLE TOILET RENTALS	530.00
05/07/2014	287297	AUTO VALUE PARTS STORE	VEHICLE MAINTENANCE PARTS	294.08
05/07/2014	287298	BARYAMES CLEANERS INC.	UNIFORMS	173.75
05/07/2014	287299	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	1,213.86
05/07/2014	287300	BS&A SOFTWARE	ASSESSING, WEB, S/A DATABASES ANNUAL SUPPORT	5,368.00
05/07/2014	287301	CDW GOVERNMENT INC.	COMPUTER EQUIPMENT, MAC, MONITORS, EQUIP.	7,172.35
05/07/2014	287302	CHROUCH COMMUNICATIONS, INC.	PA SYSTEM FOR FIRE STATION	2,863.90
05/07/2014	287303	CINTAS CORPORATION #725	MATS FOR TOWNSHIP HALL & SUBSTATION	42.00
05/07/2014	287304	CITY OF LANSING	GM SANITARY SEWER 425 AGREEMENT - MARCH	68,863.00
05/07/2014	287305	THE COTTAGE GARDENS INC.	REPLACEMENT OF CEMETERY TREES	345.00
05/07/2014	287306	CUTWATER INVESTOR SERVICES CORP.	INVESTMENT ADVISORY SERVICES	4,342.44
05/07/2014	287307	CYBER MARKETING NETWORK, INC.	NEW HIRE STARTUP FIRE/EMS UNIFORMS	620.97
05/07/2014	287308	BRENT DAVENPORT	REIMBURSE REFRESHMENTS HAZMAT INCIDENT	21.79
05/07/2014	287309	DETROIT PUMP & MFG COMPANY	WEAR PLATE, IMPELLER, FLAPPER VALVE ASSY	1,245.76

05/07/2014	287310	DIGI-KEY 157843	PART SKYWAY LIFT STATION	135.74
05/07/2014	287311	DIGITAL COMBUSTION, INC	BLUECARD SOFTWARE	1,767.50
05/07/2014	287312	DK SECURITY	20 UNARMED EVENT STAFF PERSONNEL FIREWORKS	2,100.00
05/07/2014	287313	DRIVERS LICENSE GUIDE COMPANY	ID CHECKING GUIDE	29.95
05/07/2014	287314	DUCKETT BROTHERS DISTRIBUTING	BUILDING MAINTENANCE SUPPLIES	1,016.61
05/07/2014	287315	EATON COUNTY TREASURER	SHERIFF CONTRACTUAL	246,554.00
05/07/2014	287317	EATON COUNTY ROAD COMMISSION	TRAFFIC SIGNAL ENERGY	17.55
05/07/2014	287318	ETNA SUPPLY COMPANY	WATER METER	1,250.00
05/07/2014	287319	FACILITY SOLUTIONS, INC.	FILTER BAGS	30.00
05/07/2014	287320	JOHN DEERE FINANCIAL	EQUIPMENT MAINTENANCE	471.97
05/07/2014	287321	FIBERTEC ENVIRONMENTAL SERVICES	WASTE WATER TESTS	475.00
05/07/2014	287322	GORDON FOOD SERVICE, INC.	COFFEE CLERKS OFFICE FOR ELECTION	59.94
05/07/2014	287323	GRAINGER	HOLE SAW, RUBBER GLOVES, ELECTRIC PANEL	120.52
05/07/2014	287324	GRAND LEDGE FORD	THERMOSTAT, SEAL, MOTOR RELAY	451.68
05/07/2014	287325	GRAYMONT CAPITAL INC.	WASTE WATER TREATMENT LIME	4,910.00
05/07/2014	287326	GRE-CAR TRUCKING, INC.	CEDAR MULCH HAULED TO YARD ON W. SAGINAW	3,045.00
05/07/2014	287327	GREEN EARTH SUPPLY	SNOW PLOW COATING	342.76
05/07/2014	287328	GREGG'S WOOD PRODUCTS	500 1/2X1 1/2-4' STAKES	210.00
05/07/2014	287329	JOHN GROSS	PLUMBING CODE UPDATE CLASS	75.00
05/07/2014	287330	GUARDIAN ALARM	ALARM BILLING/MONITORING	30.00
05/07/2014	287331	I.COMM	SPEAKER INSTALLATION	282.00
05/07/2014	287332	ICON SIGN & DESIGN, INC.	REMODEL EXISTING SIGN: MOUNT SIGN PANELS	340.68
05/07/2014	287333	IMAGE TREND, INC.	EDUCATION & TRAINING	495.00
05/07/2014	287334	J&B MEDICAL SUPPLY, INC	MEDICAL SUPPLIES	246.72
05/07/2014	287335	JERRY'S TIRE INC.	TIRES, RIMS, REPAIRS, ROTATIONS ON VEHICLES	4,534.66
05/07/2014	287336	K & K TRUCKING	6 YARDS SCREENED TOPSOIL	78.00
05/07/2014	287337	KENDALL ELECTRIC, INC.	ELECTRIC HEATER, ELECTRIC MATERIALS	1,139.67
05/07/2014	287338	KENNEDY INDUSTRIES, INC.	REBUILD RAW PUMP (BUDGETED ITEM)	27,907.00
05/07/2014	287339	LACROSSE FORAGE & TURF SEED LLC	SPARTAN GRADE A LAWN SEED	920.00
05/07/2014	287340	ROBERT LANE	REIMBURSE FIRE INSTRUCTORS COURSE	500.00
05/07/2014	287341	LANSING BOARD OF WATER & LIGHT	CONVERT ELECTRICAL SERVICE	3,000.00
05/07/2014	287342	LANSING TRANSMISSION	REPAIR TRANSMISSION	2,262.25
05/07/2014	287343	LANSING UNIFORM CO.	UNIFORM REPLACEMENT FIRE/EMS	1,230.00
05/07/2014	287344	LOOMIS	ARMORED SERVICE FOR ACCOUNTING	326.62

05/07/2014	287345	LOUIS PADNOS IRON & METAL CO.	USABLE STEEL PLATE, ANGLE, CHANNEL	430.80
05/07/2014	287346	MEDLER ELECTRIC CO.	HOLE SAW MAINTENANCE	21.04
05/07/2014	287347	MENARDS	POLE BREAKER, TERMINAL GRIND BAR, LUGS	233.69
05/07/2014	287348	METTLER-TOLEDO, INC.	ANNUAL SCALE MAINTENANCE	284.14
05/07/2014	287349	MICHIGAN COMPANY, INC.	BUILDING MAINTENANCE SUPPLIES	166.66
05/07/2014	287350	MID AMERICA SPORTS ADVANTAGE	PARKS & REC BREAK AWAY BASE SYSTEM	479.25
05/07/2014	287396	RYAN MORRISSEY	REIMBURSE EMS LICENSE & COURSE	135.82
05/07/2014	287397	MOTION INDUSTRIES, INC.	V BELT	29.24
05/07/2014	287398	MYERS PLUMBING & HEATING, INC.	SINGLE SHOWER STALL VALVE REPLACEMENT	213.00
05/07/2014	287399	NEWARK	PARTS SKYWAY LIFT STATION	466.48
05/07/2014	287400	NORTH GRAND RIVER COOPERATIVE	DELTA FIRE MEDICAL LINENS	87.30
05/07/2014	287401	PVS TECHNOLOGIES, INC.	WWTP FERRIC CHLORIDE	5,149.44
05/07/2014	287402	INTERSTATE BILLING	SHOCKS	84.23
05/07/2014	287403	R.M. ELECTRIC, INC.	GEAR CLEAN; EQUIPMENT MAINTENANCE	3,846.22
05/07/2014	287404	ANDREW ROMAN	REIMBURSE REG & TRNG FOR FIRE COURSE	500.00
05/07/2014	287405	ROSE PEST SOLUTIONS	PEST CONTROL - CONTRACTUAL	40.00
05/07/2014	287406	SAFEWARE, INC.	GAS MONITORS	184.64
05/07/2014	287407	SHERWIN-WILLIAMS	PAINT AND MATERIALS	219.14
05/07/2014	287408	SPARTAN CHASSIS, INC.	FIRE TRUCK MAINTENANCE	515.50
05/07/2014	287409	STAPLES CREDIT PLAN	LATERAL FILE CABNETS & OFFICE SUPPLIES	380.25
05/07/2014	287410	SUNDANCE CHEVROLET	VEHICLE SPEAKER	111.07
05/07/2014	287411	TRI-COUNTY OFFICE ON AGING	39ERS SUPPLIES	42.38
05/07/2014	287412	TRIDENT INSURANCE SERVICES	LEGAL FEES	54.00
05/07/2014	287413	UNDERWRITERS LABORATORIES, INC.	WATER SAMPLE TEST	195.00
05/07/2014	287414	BERNATH-COAKLEY ASSOC. ARCHITECTS	ENG & BLDG DEPT OFFICES & SHERIFF SUBSTATION	11,775.00
05/07/2014	287415	THRUN LAW FIRM P.C.	STATEMENT OF MONTHLY LEGAL FEES	<u>5,616.62</u>

PAYABLES	726,699.47
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PAYROLL	<u>315,553.99</u>
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**GRAND TOTAL: \$ 1,042,253.46**

**CHARTER TOWNSHIP OF DELTA**  
Public Meeting Room A  
Delta Township Administration Building  
7710 West Saginaw Highway  
Lansing MI 48917

**TOWNSHIP BOARD REGULAR MEETING MINUTES FOR  
MONDAY, APRIL 21, 2014**

**I. CALL TO ORDER**

**II. OPENING CEREMONIES – Pledge of Allegiance**

**III. ROLL CALL**

Members Present: Trustee Karen Mojica, Trustee Doug Kosinski, Trustee Jeff Hicks, Trustee Dennis Fedewa, Clerk Mary Clark, Treasurer Howard Pizzo, and Supervisor Kenneth Fletcher.

Members Absent: None

Others Present: Community Development Director Mark Graham, Planner Chris Gruba, Community Development Assistant Director Gary Bozek, Parks, Recreation and Cemeteries Director Marcus Kirkpatrick, Fire Chief John Clark, Utilities Director Tom Morrissey, Township Engineer Gary Arnold, Finance Director Jeff Anderson, ECSO Deputy John Davidson, Deputy Manager Jen Roberts, and Manager Richard Watkins.

**IV. PRESENTATIONS AND PROCLAMATIONS**

**1. 2013 Audit Presentation, Bruce Dunn of Maner Costerisan**

Mr. Dunn stated that his firm employs slightly over 80 people; they perform over 100 governmental audits. Mr. Dunn stated that audits are customized for each unit, since each governmental unit is unique; a risk assessment is done, as well as what is going on in the community. Mr. Dunn stated that his firm reviews the Township minutes, reviews payroll, cash receipts, utility bills, whether excess funds are invested properly. Also reviewed is the accuracy of the adopted budget and the monitoring mechanism. Mr. Dunn also stated that the checks and balances in place are reviewed as well as how things are documented.

Mr. Dunn also stated that in the electronic world, all of those processes are reviewed as well.

Mr. Dunn stated that one thing that separates the Township from others is that it not only has a 12 month plan, it has a long range plan. Mr. Dunn stated that external and internal verifications are done as part of the audit process which is designed to detect major areas of fraud such as financial statement manipulation or misappropriation of funds.

Mr. Dunn stated that overall the Township realized an increase in revenue of just over \$91,000 which is a result of an increase of Ambulance Fees collected and Building permits. Mr. Dunn stated that the Township budget was actually very close on the expenditure side.

Mr. Dunn stated in regard to the Pension fund, the Township is approximately 69% funded which equates to about \$3.9 million short which is a manageable amount and notes that the Township has been working on and monitoring that fund.

Mr. Dunn stated in regard to the post retirement pension funds, the accrued liability was just over \$13 million, plan assets as of 12/31/12 were \$6.5 million meaning an unfunded liability of about \$6.5 million – keeping in mind that the actuarial reports are done on a year lag. Mr. Dunn stated that the Township is monitoring and managing this fund. Mr. Dunn stated that 2013 saw a positive return on investments.

Mr. Dunn stated that when looking at the General Fund, just over \$15 million was budgeted and the Township was able to budget expenditures within \$199,000 of the budget and was actually slightly under budget in expenditures.

Mr. Dunn stated that overall the processes at the Township has in place work well and is impressive that the firm does not have a comment or recommendation letter on where there are weakness or lack of controls which is pretty rare.

Supervisor Fletcher stated that after hearing the presentation, that Township Manager Watkins does a great job of managing the Township and that finance Director Jeff Anderson is doing a great job managing the money and that both are being effective overseers of Township business.

Trustee Kosinski asked whether Mr. Dunn thought there would be any requirement for action plans to bring liabilities into conformity and or penalties. Mr. Dunn stated that he believes that continued transparency and awareness would continue and that the City of Detroit is being watched heavily as the first city of its size to declare bankruptcy. Mr. Dunn stated that it has national



attention and suspects that there will be additional reports added to the audit pages as a result.

Treasurer Pizzo thanked Mr. Dunn for his presentation and the due diligence that his firm performs.

**2. Parks, Recreation, and Cemeteries Commission Recognitions**

- a. Regina Root was not present – Supervisor Fletcher stated that Ms. Root expressed her regret not being able to be present. Supervisor Fletcher stated that Ms. Root has also participated in many of the activities that the Parks, Recreation and Cemeteries Committee puts on, with fundraising being a large part of it. Supervisor Fletcher thanked her for her service for the Township and stated that a Certificate of Appreciation would be mailed to her.
- b. Calvin Jones – Supervisor Fletcher presented Mr. Jones with a Certificate of Appreciation in honor of his years of service on the Parks, Recreation and Cemeteries Committee since 2000. Supervisor Fletcher recognized Mr. Jones for his fundraising efforts for the fireworks, volunteerism for activities such as Delta Rocks that the Parks Commission puts on, and his many other community minded involvement. Mr. Jones thanked the Township Board and stated how much he enjoys Delta Township.

**V. SET/ADJUST AGENDA**

TRUSTEE HICKS MOVED TO APPROVE THE AGENDA AS PRESENTED.

TREASURER PIZZO SUPPORTED THE MOTION.

THE MOTION PASSED 7-0.

**VI. PUBLIC HEARINGS –**

**3. New Class C Resort Liquor License, Regal Cinemas, Inc.**

- a. Public Hearing - Michael Brown from the Law Firm of Carlin, Edwards and Brown, PLLC, in Delta Township represents Regal Cinemas addressed the Board. Mr. Brown stated that at the time the application was filed in March, the owner was identified as Regal Entertainment Corporation, publically traded, as sole owner. However, Mr. Brown stated there are two additional levels of ownership between Regal Cinemas Inc. and Regal

Cinemas Entertainment. When the application is filed with the State of Michigan, this information will be updated and will be different than the original packet.

Clerk Clark asked Deputy Manager Roberts which page of the application is incorrect. Mr. Brown stated that it is on page 16 of the Board packet and the front page of the LCC form that indicates ownership of Regal Cinemas Inc., currently recorded as Regal Entertainment Group. When filed with the State, Mr. Brown indicated there would be two additional forms indicating the chain of ownership between Regal Cinemas Inc. and Regal Entertainment Group.

Treasurer Pizzo asked how liquor would be sold at the cinema. Mr. Brown stated that there is a detailed description of how alcohol sales will be handled, further stated that alcohol will be sold at the concession stands, using a wrist band system.

There was no further public comment.

TREASURER PIZZO MOVED TO CLOSE THE PUBLIC HEARING.

TRUSTEE FEDEWA SUPPORTED THE MOTION.

THE MOTION PASSED 7-0.

b. Board Resolution

TRUSTEE MOJICA MOVED THAT THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELTA APPROVE THE REQUEST BY REGAL CINEMAS, INC. FOR A NEW CLASS C RESORT LIQUOR LICENSE TO BE LOCATED AT THE LANSING MALL, 5330 W. SAGINAW HIGHWAY, LANSING, MI 48917, DELTA TOWNSHIP, and EATON COUNTY.

TRUSTEE KOSINSKI SUPPORTED THE MOTION.

THE MOTION PASSED 7-0.

**VII. COMMUNICATIONS - NONE**

**VIII. PUBLIC COMMENTS FOR ITEMS NOT ON AGENDA (*maximum two minutes*)**

Commissioner Howard Spence stated he respects and appreciates the work done at the Township. Mr. Spence stated that he is supportive of the Township Boards efforts related to Public Transportation and proposed a resolution to the Eaton County Board of

Commissioners that he thought would be helpful toward expressing support of the Township. Mr. Spence stated that it was presented, seconded and defeated as presented 13-1. Mr. Spence expressed his hope that the Commission will come to view this issue as important. Mr. Spence further noted a quotation contained in the Resolution by Bob Trezise of LEAP, "By Delta not participating in a regular bus route mass transit system, untold growth and revenue for basic municipal services is being denied to the Eaton County, Delta resident every year, decade after decade and it's like having a wall built stopping economic growth and thus revenue growth for services not only in Delta, but I see Delta as a gateway to Eaton County." Mr. Spence stated he will continue to work with the Board of Commissioners to get better support for an enhanced public transportation system in Delta. Mr. Spence further wanted to thank Jen Roberts and Dick Wagner for their work in getting a grant for the GYC – youth group that the Township sponsors.

Supervisor Fletcher thanked Mr. Spence for his comments and stated that the Township shares his desire to have enhanced and improved public transit throughout Delta Township. Supervisor Fletcher agreed that the short term solution can be worked out as far as an expansion of CATA routes through Delta via working with EATRAN as a stop gap solution. Supervisor Fletcher supports efforts of engaging the EATRAN board to continue dialogue with CATA.

## **IX. INTRODUCTION OF ORDINANCES**

### **4. Introduction of Proposed Chapter 43 of the Delta Township Code of Ordinances.**

The Community Development Department recommends that the Township Board introduce the proposed Chapter 43 of the Delta Township Code of Ordinances, which would regulate the display of tents.

Trustee Hicks confirmed with Assistant Planner Gruba that tents cannot be placed in a fire lane and how that relates to a couple of upcoming St. Gerard events. Assistant Planner stated that for over 200 sq. ft. it has always been reviewed by the Fire Department.

Fire Chief Clark stated that an alternate Fire Lane can be given as long as it meets the criteria – which are what St. Gerard has always done.

CLERK CLARK MOVED THAT THE DELTA TOWNSHIP BOARD INTRODUCE THE PROPOSED CHAPTER 43 OF THE DELTA TOWNSHIP CODE OF ORDINANCES. THE PROPOSED CHAPTER WOULD REGULATE THE DISPLAY OF TENTS. THE TOWNSHIP CLERK IS HEREBY DIRECTED TO ADVERTISE THIS INTRODUCTION IN LOCAL NEWSPAPERS WITH FINAL ACTION ON THE PROPOSED

AMENDMENTS SCHEDULED FOR THE MAY 5, 2014 BOARD MEETING.

TRUSTEE HICKS SUPPORTED THE MOTION.

THE MOTION PASSED 7-0.

**5. Introduction of Proposed Sections 42-5 and 42-34 of the Delta Township Code of Ordinances.**

The Community Development Department recommends that the Township Board introduce the proposed amendments to the Delta Township Code of Ordinances.

TRUSTEE KOSINSKI MOVED THE DELTA TOWNSHIP BOARD INTRODUCE THE PROPOSED SECTIONS 42-5 AND 42-34, PARAGRAPHS (6) AND (7), OF THE DELTA TOWNSHIP CODE OF ORDINANCES. THE PROPOSED SECTIONS CLARIFY THE REQUIREMENTS FOR VENDING ACTIVITIES ON TOWNSHIP PROPERTIES. THE TOWNSHIP CLERK IS HEREBY DIRECTED TO ADVERTISE THIS INTRODUCTION IN LOCAL NEWSPAPERS WITH FINAL ACTION ON THE PROPOSED AMENDMENTS SCHEDULED FOR THE MAY 5, 2014 TOWNSHIP BOARD MEETING.

Clerk Clark stated that she would support the motion, but would offer a friendly amendment to change the age on page 32 of the Board packet, 3# under comments, and the text would exempt persons under age 18 and it should be persons under 17, because a person arrested at 17 is treated as an adult and that is the Township benchmark.

CLERK CLARK SUPPORTED THE MOTION.

THE MOTION PASSED 7-0.

**X. PASSAGE OF ORDINANCES**

**XI. CONSENT AGENDA –**

TRUSTEE FEDEWA MOVED TO ADOPT THE CONSENT AGENDA AS AMENDED.

TREASURER PIZZO SUPPORTED THE MOTION.

ROLL CALL:

AYES: TRUSTEE DENNIS FEDEWA, TREASURER HOWARD PIZZO, TRUSTEE KAREN MOJICA, TRUSTEE R. DOUGLAS KOSINSKI, TRUSTEE JEFF HICKS, CLERK MARY R. CLARK, AND SUPERVISOR FLETCHER.

NAYS: NONE

ABSENT: NONE

THE MOTION PASSED 7-0

<b>6. Bills and Financial Transactions</b>	<b>\$2,816,600.89</b>
Bond/Debt Payments	432,212.50
Investments	
Payroll & Related	973,090.93
Refunds	6,337.55
Tax Distributions	
Vendor Claims	1,404,959.91
Total	\$ 2,816,600.89

TRUSTEE FEDEWA MOVED TO APPROVE THE BILLS AND FINANCIALS IN THE AMOUNT OF \$2,816,600.89.

TREASURER PIZZO SUPPORTED THE MOTION.

THE MOTION PASSED 7-0.

## **7. Minutes**

March 10, 2014 – Committee of the Whole Minutes  
March 17, 2014 Regular Board Meeting Minutes

Trustee Hicks asked to remove the April 14, 2014 Committee of the Whole Minutes for purposes of disclosure.

TRUSTEE FEDEWA MOVED TO APPROVE THE MARCH 10, 2014 COMMITTEE OF THE WHOLE MINUTES AND THE MARCH 17, 2014 REGULAR BOARD MEETING MINUTES.

TREASURER PIZZO SUPPORTED THE MOTION.

THE MOTION PASSED 7-0.

## **8. Acceptance of D & K Truck Utility Agreement**

The Community Development Department recommends that the Township Board approve the Municipal Utility Agreement submitted by D&K Truck Company for

the extension of water mains to serve their proposed facility.

TRUSTEE FEDEWA MOVED THAT THE TOWNSHIP BOARD APPROVE THE MUNICIPAL UTILITY AGREEMENT SUBMITTED BY D&K TRUCK COMPANY FOR THE EXTENSION OF WATER MAINS TO SERVE THEIR PROPOSED FACILITY ON THE PROPERTY LOCATED AT 3020 SNOW ROAD, BEING IDENTIFIED AS PARCEL NO. 23-040-026-400-150-00 ON THE DELTA TOWNSHIP TAX ROLL, IN SECTION 26 OF DELTA TOWNSHIP. I FURTHER MOVE THAT THE TOWNSHIP SUPERVISOR AND CLERK BE AUTHORIZED AND DIRECTED TO SIGN THE AGREEMENT ON BEHALF OF THE TOWNSHIP.

TREASURER PIZZO SUPPORTED THE MOTION.

THE MOTION PASSED 7-0.

**9 St. Gerard's Amusement/Entertainment Permit.**

The Clerk's Office recommends that the Township Board grant an amusement and entertainment license to St. Gerard Church for their annual festival that is scheduled to take place on May 3, 2014.

TRUSTEE FEDEWA MOVED THE DELTA TOWNSHIP BOARD GRANT AN AMUSEMENT AND ENTERTAINMENT LICENSE TO ST. GERARD'S CHURCH TO HOLD THEIR ANNUAL FESTIVAL BETWEEN THE HOURS OF 8:00A.M., SATURDAY, MAY 3, 2014, AND CONCLUDING AT 1:00 A.M., SUNDAY, MAY 4, 2014,

AND FURTHER

THE AMUSEMENT AND ENTERTAINMENT PERMIT IS GRANTED SUBJECT TO THE FOLLOWING STIPULATIONS:

- 1) THAT ALL OTHER TOWNSHIP ORDINANCES AND REGULATIONS BE ADHERED TO;
- 2) THAT THE FIRE MARSHALL AND ELECTRICAL INSPECTOR WILL PERFORM INSPECTIONS IF REQUIRED AFTER FESTIVAL SET UP,
- 3) APPLICANT MUST ADHERE TO THE 2012 INTERNATIONAL FIRE CODE REGARDING TENTS.
- 4) FURTHER, THAT THE FEE FOR THE AMUSEMENT & ENTERTAINMENT LICENSE HAS BEEN WAIVED.
- 5) THE APPLICANT OF THE FESTIVAL SHALL BE RESPONSIBLE FOR

ALL OPERATIONAL REQUIREMENTS STATED IN SECTION 6-16 OF THE AMUSEMENT & ENTERTAINMENT ORDINANCE.

- 6) THE APPLICANT OF THE FESTIVAL SHALL BE RESPONSIBLE FOR CONTAINING ALL PARKING FOR THE FESTIVAL WITHIN THE CHURCH PROPERTY; AND
- 7) THE HOURS OF OPERATION FOR THE FESTIVAL SHALL BE SATURDAY, MAY 3, 2014, FROM 8 A.M. THRU SUNDAY, MAY 4, 2014. AT 1:00 A.M.

TREASURER PIZZO SUPPORTED THE MOTION.

THE MOTION PASSED 7-0.

**10. St. Gerard's Noise Ordinance Waiver**

The Manager's Office recommends that the Township board grant a waiver to the Delta Township Noise Ordinance to St. Gerard Church for their annual festival that is scheduled to take place on May 3, 2014.

TRUSTEE FEDEWA MOVED TO GRANT A NOISE ORDINANCE WAIVER TO ST. GERARD CHURCH FOR THEIR ANNUAL FESTIVAL THAT IS SCHEDULED TO TAKE PLACE ON MAY 3, 2014.

TREASURER PIZZO SUPPORTED THE MOTION.

THE MOTION PASSED 7-0.

**XII. ITEMS REMOVED FROM CONSENT AGENDA FOR DISCUSSION**

**7. April 14, 2014 Committee of the Whole Minutes**

Trustee Hicks stated on page 4 of 10, 3 paragraphs from the bottom – where it states *Trustee Hicks stated that he concurs with Trustee Kosinski and Trustee Mojica*”, was actually stated by Trustee Fedewa.

TRUSTEE HICKS MOVED TO ADOPT THE APRIL 14, 2014 COMMITTEE OF THE WHOLE MINUTES AS AMENDED.

TREASURER PIZZO SUPPORTED THE MOTION.

THE MOTION PASSED 7-0.

**XIII. ITEMS ADDED TO AGENDA UNDER SECTION V. SET/ADJUST AGENDA**

**XIV. ITEMS OF BUSINESS**

**11. Final Consideration of Art Baryames Rezoning Request, Case No. 2-14-4**

The Community Development Department recommends that the Township Board approve the request to rezone the property described in Case No. 2-14-04 from O, Office to B2, Community Commercial.

Community Development Assistant Director Bozek stated the purpose of the rezoning is to allow Mr. Baryames more flexibility in leasing out the remaining vacant space. Currently under the office restriction, no retail uses are allowed. No changes or modifications are being made.

TRUSTEE HICKS MOVED THAT THE TOWNSHIP BOARD APPROVE THE REQUEST TO REZONE THE PROPERTY DESCRIBED IN CASE NO. 2-14-4 FROM O, OFFICE TO B2, COMMUNITY COMMERCIAL.

THE REZONING REQUEST GENERALLY COMPLIES WITH THE CRITERIA SPECIFIED FOR REZONINGS IN SECTION 25.4.0 OF THE DELTA TOWNSHIP ZONING ORDINANCE BEING THAT:

1. THERE ARE NO PHYSICAL LIMITATIONS TO DEVELOPMENT OF THE SUBJECT PARCEL FOR THE USES PERMITTED IN THE B2, COMMUNITY COMMERCIAL, and ZONING DISTRICT.
2. THE REZONING IS GENERALLY CONSISTENT WITH THE RECOMMENDATIONS OF THE DELTA TOWNSHIP COMPREHENSIVE PLAN.
3. THE LAND USES PERMITTED WITHIN THE PROPOSED B2, COMMUNITY COMMERCIAL, ZONING DISTRICT WOULD NOT SIGNIFICANTLY ALTER THE EXISTING CHARACTER OF THE EXISTING DEVELOPMENT ON THE SUBJECT PARCEL.
4. THE EXISTING DEVELOPMENT, WHICH IS ESSENTIALLY COMMERCIAL IN CHARACTER, HAS NOT POSED A NUISANCE OR A THREAT TO PUBLIC HEALTH, SAFETY, OR WELFARE BY REASON OF EXCESSIVE GENERATION OF TRAFFIC, NOISE, DUST, GLARE, ODORS, ETC.

TRUSTEE MOJICA SUPPORTED THE MOTION.

THE MOTION PASSED 7-0.



**13. Recommendation to Grant a Preliminary Private Road Permit**

The Community Development Department recommends that the Township Board grant a Preliminary Private Road Permit to St. Joe Holding Company, LLC, for the construction of the private road for parcels 040-018-300-101-00 & 040-018-300-140-00.

Trustee Fedewa stated there was specification for public utility easement and it is a private road. Trustee Fedewa asked if it was clear in regard to responsibility for road repair is if usage of the easement is needed to repair the utility. Community Development Assistant Director Bozek stated that typically if there is a repair to a public utility within what would be a public easement, the Township would repair any damage done to that section.

Trustee Kosinski stated that one longstanding issue in the Township is creating more roads with single points of entrance and egress and that his concern in this instance seems to be doing just that.

Community Development Assistant Director Bozek stated that the Township has a standard regulation in both subdivision regulations and the Township Zoning Ordinance with regard to when secondary access is required. Further stating that what trips this requirement is a threshold of 500 trips and that this area is being developed with 50 single family homes which would be considered a low traffic volume. In addition the road is being designed to allow adequate emergency vehicle access. Because there is such a low volume, the Township isn't as concerned about secondary access.

Treasurer Pizzo asked whether fire hydrants were required and Community Development Assistant Director Bozek stated that if was public water being provided to the development it would be required – however all of the lots in this development are served on private wells. Further stating the only public utility is sewer.

Treasurer Pizzo referenced the map and asked whether the dark green areas were water and it was stated that they are retention ponds.

CLERK CLARK MOVED THAT DELTA TOWNSHIP GRANT A PRELIMINARY PRIVATE ROAD PERMIT TO ST. JOE HOLDING COMPANY, LLC FOR THE CONSTRUCTION OF THE PRIVATE ROAD ILLUSTRATED ON PLANS PREPARED BY ZIEMNICK FOSTER ENGINEERING, LLC, DATED SEPTEMBER 12, 2013, FOR PARCEL NOS. 040-018-300-101-00 & 040-018-300-140-00, IN SECTION 18 OF DELTA TOWNSHIP. THE GRANTING OF THE PRELIMINARY PRIVATE ROAD PERMIT SUBJECT TO THE FOLLOWING STIPULATIONS:

1. APPROVAL OF THE ROAD BY THE EATON COUNTY DRAIN COMMISSIONER'S OFFICE.
2. THE PLANS SHALL BE REVISED AS PER THE REQUIREMENTS OF THE TOWNSHIP ENGINEER.
3. A ROAD NAME SHALL BE APPROVED BY THE TRI-COUNTY REGIONAL PLANNING COMMISSION AND THE EATON COUNTY CENTRAL DISPATCH (911).
4. THE ROAD SHALL BE DESIGNED AND CONSTRUCTED AS PER THE REQUIREMENTS OF THE DELTA TOWNSHIP FIRE DEPARTMENT'S SPECIFICATIONS.
5. THE ROAD SHALL MEET THE REQUIREMENTS OF, AND THE APPLICABLE PERMITS SHALL OBTAINED FROM, THE EATON COUNTY ROAD COMMISSION
6. APPROVAL FOR THE PROPOSED LAND DIVISIONS SHALL BE OBTAINED FROM THE TOWNSHIP PLANNING DIVISION AND ASSESSING DEPARTMENT.
7. THE REQUIRED ROAD MAINTENANCE PROVISIONS CONTAINED WITHIN THE DEVELOPER'S PROPOSED "DECLARATION OF EASEMENTS, COVENANTS, CONDITIONS, AND RESTRICTIONS" SHALL BE RECORDED AT THE EATON COUNTY REGISTER OF DEEDS OFFICE.
8. FAILURE OF THE APPLICANT TO COMPLY WITH ANY OF THE PROVISIONS REQUIRED BY THE DELTA TOWNSHIP CODE OF ORDINANCES PERTAINING TO THE PRIVATE ROAD, AND/ OR APPLICABLE SECTIONS OF THE TOWNSHIP ZONING ORDINANCE, OR ANY STIPULATIONS HEREIN REQUIRED BY THE DELTA TOWNSHIP BOARD, SHALL CONSTITUTE GROUNDS FOR TERMINATION OF THIS PRELIMINARY PRIVATE ROAD PERMIT BY THE DELTA TOWNSHIP BOARD.

TRUSTEE MOJICA SUPPORTED THE MOTION.

THE MOTION PASSED 7-0.

**13. Recommendation to Purchase Fine Bubble Diffusers**

The Utilities Department recommends that the Township Board accept the quote from Refraction Company in the amount of \$60,000 plus freight to purchase diffusers for our waste water treatment plant.

Utilities Director Tom Morrissey provided a sample diffuser and stated if the Township approves would be purchasing approximately 6,000 of them and each has a 12-14 year life.

Clerk Clark asked for clarification of what the diffusers do. Utilities Director Morrissey stated they fit on the grid system and air is forced through them similar to an aquarium, breaks the air down into fine bubbles for better oxygen transfer. The last time the diffusers were placed was in 2000.

TREASURER PIZZO MOVED THAT DELTA TOWNSHIP ACCEPT THE QUOTE FROM REFRACTION COMPANY AT A PRICE OF \$12 EACH FOR 5,000 DOMES, GASKETS AND BOLTS FOR A TOTAL OF \$60,000 PLUS FREIGHT TO DELTA TOWNSHIP.

TRUSTEE FEDEWA SUPPORTED THE MOTION.

THE MOTION PASSED 7-0.

**14. Recommendation for Acceptance of the Bid for the Snow Road Water Tower Painting.**

The Utilities Department recommends that the Township Board accept the bid from L & T Painting for the painting of the Snow Road Water Tower in the amount of \$101,900.00.

Trustee Fedewa asked if the layout was staying the same and Manager Watkins stated that is the way the bid was accepted, however the Township is reviewing the possibility of using the I Am Delta logo. Manager Watkins further stated that there is a meeting scheduled April 25, 2014 with Waverly to discuss their interest in putting their logo on. If there are changes to the layout, the quote may change, however Manager Watkins recommends starting with approving this bid first.

TRUSTEE FEDEWA MOVED THAT THE DELTA TOWNSHIP BOARD ACCEPT THE BID FROM L & T PAINTING FOR THE PAINTING OF THE SNOW ROAD WATER TOWER AS OUTLINED IN THEIR BID DOCUMENT DATED MARCH 18, 2014 IN THE AMOUNT OF \$101,900.00. FURTHER MOVED THAT THE TOWNSHIP MANAGER BE AUTHORIZED AND DIRECTED TO SIGN THE NECESSARY DOCUMENTS RELATED TO THIS PROJECT.

TRUSTEE MOJICA SUPPORTED THE MOTION.

Clerk Clark noted in regard to adding Waverly's logo, that Waverly has less than 50% of Delta Township residents and that the branding campaign "I Am Delta", that Delta Township is undergoing, the use of Waverly's logo could lead to confusion.

Trustee Kosinski agreed with Clerk Clark.

Trustee Fedewa asked if the company has experience with water tower painting with the bid being so low and Manager Watkins stated that they do. Trustee Fedewa stated that he doesn't disagree with Clerk Clark's comments, however is open to the discussion with Waverly.

Manager Watkins also noted his concern of a possible decrease in size of the Delta logo if there were to be another logo on the tower, however believes the discussion is worth having.

Clerk Clark asked Township Engineer Gary Arnold if there were jobs that L & T had recently completed. Mr. Arnold stated that Keith Nelson is the engineer that is on the project with Nelson tank and included a recommendation in the bid noting that he had worked with the company multiple times before.

Treasurer Pizzo stated that the Waverly School Board had noted an interest in putting their logo on the water tower several years ago, and appreciates manager Watkins having a conversation with them.

THE MOTION PASSED 7-0.

**15. Recommendation to Approve Contract with Carlisle/Wortman Associates, Inc.**

The Community Development Department recommends that the Township Board contract the professional services of Carlisle/Wortman Associates, Inc., for the purpose of updating the Delta Township Zoning Ordinance.

TREASURER PIZZO MOVED THAT THE DELTA TOWNSHIP BOARD CONTRACT THE PROFESSIONAL SERVICES OF CARLISLE/WORTMAN ASSOCIATES, INC. FOR THE PURPOSE OF UPDATING THE DELTA TOWNSHIP ZONING ORDINANCE AT A COST NOT TO EXCEED \$30,250, UNLESS SUCH ADDITIONAL EXPENSES AS MAY BE REQUIRED ARE REVIEWED AND APPROVED BY THE TOWNSHIP MANAGER. FURTHER, THE TOWNSHIP MANAGER IS HEREBY AUTHORIZED TO SIGN AND EXECUTE THE CONTRACT FOR PROFESSIONAL SERVICES ON BEHALF OF DELTA TOWNSHIP.

TRUSTEE KOSINSKI SUPPORTED THE MOTION.

THE MOTION PASSED 7-0.

**16. Recommendation to Award 2014 Water System Improvements Contracts.**

The Township Engineer recommends that the Township Board accept the bid from CL Trucking and Excavating, LLC, for Contract A, Clairborne Heights, in the amount of \$695,114.20. Furthermore, the Township engineer recommends that the Township Board accept the bid from Leavitt & Starck Excavating, Inc. for Contract B, Michigan Avenue, in the amount of \$1,063,321.00.

CLERK CLARK MOVED THAT THE DELTA CHARTER TOWNSHIP BOARD ACCEPT THE BID FROM CL TRUCKING AND EXCAVATING, LLC FOR THE 2014 WATER SYSTEM IMPROVEMENTS – CONTRACT A CLAIBORNE HEIGHTS IN THE AMOUNT OF \$695,114.20.

CLERK CLARK MOVED THAT THE DELTA CHARTER TOWNSHIP BOARD ACCEPT THE BID FROM LEAVITT & STARCK EXCAVATING, INC. FOR THE 2014 WATER SYSTEM IMPROVEMENTS – CONTRACT B MICHIGAN AVENUE IN THE AMOUNT OF \$1,063,321.00.

CLERK CLARK FURTHER MOVED THAT THE TOWNSHIP MANAGER BE AUTHORIZED AND DIRECTED TO EXECUTE THE NECESSARY DOCUMENTS RELATED TO THE AFOREMENTIONED PROJECTS.

TREASURER PIZZO SUPPORTED THE MOTION.

Treasurer Pizzo asked if there is a general description of the two projects and wondered how it compares to the last large Township project in Huntington Acres.

Utilities Director Morrissey stated that the project for Claiborne Heights includes Dibble from Michigan to Saginaw is similar in nature to the Huntington Acres project. Old water mains, which in this case has had around 30 breaks in it since 1990, are being replaced with new 8 inch plastic.

Utilities Director Morrissey stated in regard to Contract B, that is Michigan Avenue which is to replace the existing 8 inch main with a 12 inch main. The new main will be in the westbound, inside lane of Michigan Avenue. This will require the two north lanes (westbound) of Michigan Avenue to be shut down. Work will be done from the Family Video driveway to Thiel Avenue. Traffic will be two way using the south two lanes. This project will run approximately from the second week of June 2014 through the end of August.

THE MOTION PASSED 7-0.

#### **XV. MANAGER'S REPORT**

- Manager Watkins stated that he attended a Visioning session which is the beginning of the Regional Prosperity Grant received by the Tri-County Regional

Planning from the State of Michigan. Manager Watkins states that the process has started and will continue through the fall.

- Manager Watkins stated that storm debris is going extremely well and is getting to the point of capacity. Currently due to the frost laws, no chipper can get into the lot.
- Senior Planner Bozek and Community Development Director Graham met with a homeowner on Arden regarding the sidewalk across their driveway and they are still concerned about parking but satisfied with the sidewalk.
- Manager Watkins stated in regards to the Canal Road sidewalk, staff met with all of the owners along Canal Road. There have been problems contacting one parcel owner and will seek advice from counsel about moving forward.
- Manager Watkins stated that bids on the Webster Road main were taken this week and will be brought back at the next Board meeting for approval.

Clerk Clark clarified that despite the fullness of the lot, that no one would be turned away and Manager Watkins stated that they will figure out something. Clerk Clark also asked whether the entrance had been blocked over the preceding weekend and Manager Watkins stated there was a sawhorse there. Clerk Clark stated that it appears someone dumped a pile next to the backhoe in the entrance.

## **XVI. COMMITTEE OF THE WHOLE**

### **17. Proposed Detention Basin on Mr. Hope Property, Mark Graham**

Community Development Director Mark Graham gave a historical overview of the drainage issues related to the Mt. Hope Property, as expressed by residents in Pointe West in relation to the preliminary plat for the remaining lots in the Pointe West Subdivision. A meeting was held in January 2014, where Jeff Kyes, the Pointe West engineer, Township Engineer Gary Arnold received concerns from the Pointe West residents regarding flooding issues.

Several work meetings have occurred between Delta Township staff, Mike McGraw the developer of Eastbrook Homes and his engineer Jeff Kyes during the past two months. Eaton County Drain Commissioner Richard Wagner apprised of the progress in this matter.

Community Development Director Mark Graham states that last week a proposal has been submitted for a detention basin that would be installed on Township park property.

Community Development Director Graham stated that Mr. Kyes estimated that the northernmost 26 acres of the 60 acre Park property and 5.5 acres of the Roby property (west of the Park property) surface drain to the north

towards the Pointe West Subdivision. There's also 13 acres of the Park property that currently drain to the Campbell property (east of the Park property) which will eventually drain to the basin when the Park is developed. In addition, there are clay field tile in the area which apparently drain to the north.

Mr. McGraw has proposed to install a detention basin on the northern portion of the Mt. Hope Park property to receive the storm water runoff from the parcels to the south. Mr. McGraw would pay the cost of excavating the basin, restoration of the disturbed area, and installation of an outlet pipe to the proposed storm drain in the southwest corner of the Pointe West Subdivision.

We offer the following specifics regarding the proposed basin:

- The basin has been designed with adequate volume to accept the runoff from the future development of the northernmost 26 acres of the Park which was factored at a runoff coefficient of .35.
- The location of the basin was determined by the natural grades in the area.
- The deepest portion of the basin would be approximately 3 ½ ft. deep with 1 on 4 side slopes which would permit the basin to be mowed if necessary.
- It's estimated that the detention basin would occupy approximately 3 acres of the 60 acre Park property.
- The outlet pipe from the detention basin would have a restricted discharge of 2.4 cfs. It's estimated that the present runoff is approximately 8 cfs.
- A 40 ft. wide easement area is proposed from Pointe West Subdivision to the Park which will accommodate future water and sanitary sewer extensions to the park property as well as access to the basin for maintenance.
- The intent is to have the basin dedicated to the Eaton County Drain Commissioner who would be responsible for future maintenance.
- The basin has been designed as a "drain dry" facility. There are no plans to fence the perimeter of the pond.
- If the outlet to the basin became plugged, the basin would overflow onto the park property.

- The basin has been designed such that pedestrian access can be provided from the Park to the Ashford Manor and Pointe West Subdivisions.

Community Development Director Graham stated in summary that the agreement that has been worked out is that Mr. McGraw would pay for the excavation of the pond, restoration to the surrounding area of installation. The Township would gain the detention facility provided for the Township, looking toward the future development of the north end of the property, the southern end of the park property generally drains to the south and would probably go towards Mt. Hope.

Community Development Director Graham stated that in turn, the Township gives up 3 acres on the Township park property.

Trustee Fedewa asked by what means the Township plans to intercept the drainage from Township property to the Campbell property. Community Development Director Graham stated that it would depend on when the property is developed, but is not part of this particular plan.

Trustee Hicks asked for clarification about using public property for private use, not know what the Parks Department has planned for this property, further stating that the problem was created by the developer.

Manager Watkins stated that they shared Trustee Hicks concern when the proposal initially came to them and stated that that is why they discussed what the developer is going to put in when the Township develops the park, it was an even trade.

Trustee Hicks asked if there were splits available on the 60 acre parcel under the Land Division Act and Community Development Director stated there is. Trustee Hicks asked about partitioning and selling off a portion of the park property. Trustee Hicks stated in this way the Township is being compensated and still getting the benefit of the detention pond, doing this could also relieve the Drain Commissioner of maintenance of the detention pond, though that would depend on the developer.

Community Development Director Graham stated that this development is a planned unit development which yields a 15% open space requirement to the Township. Trustee Fedewa asked if the green space requirement is required to be allocated on a by phase basis and Community Development Director Graham stated that is how it has been.

Community Development Director stated that small detention ponds could be used behind each home instead, but cautions that it could bring in complaints. Trustee Fedewa stated that he was not suggesting that avenue.



Township Engineer Arnold stated that the Township does have a concept of the park property and that when the site is developed a detention pond will have to be built that is about the size of the one proposed. Township Engineer Arnold stated one of the reasons that site was found to be favorable was that is that it provides a buffer from the residences along the southern side.

Clerk Clark asked whether something like what was done at Groesbeck would be possible. Township Engineer Arnold stated he believes there are detention ponds there, but potentially on a much smaller scale it could be done – however there would not be standing water.

Treasurer Pizzo clarified that drain dry meant a casement or pipe that goes to the lowest level out to the storm drain. Mr. Kyes stated that drain dry means that the lowest outlet is right at the bottom. Treasurer Pizzo asked what it looks like and Mr. Kyes stated that it has not yet been determined.

Mr. Kyes noted that while the benefit of the detention pond is to the subdivision because it will slow the water down. Mr. Kyes also stated that the water that is being detained is from south of Pointe West and Ashford and is not coming from private property.

Mr. Kyes stated this detention pond is only the first step of several to fix. Mr. Keyes stated the discharge from this detention pond needs to be moved to the northeast into a different pipe because the catch basin south of the cul-de-sac has been blown and there have been flooding problems. Mr. Kyes stated part three is that Eastbrook is going forward with Ashford as the next phase, which when developed there is another 4 ½ acres flowing to the same catch basin from Ashford. Once plans for Ashford are submitted and if approved, Mr. Kyes hopes all of the work can be completed at once.

Mr. Kyes stated that if the Township allows the developer to put the detention pond on Township property, it would slow down the drainage issues enough to give the developer time to properly address the problem. Mr. Kyes states that a trail was required to come out of Ashford and a trail out of Pointe West on the east side, plus utilities along the east side to serve the Township property.

Clerk Clark asked what the next step is and Community Development Director Graham stated that tonight is to gather a general consensus that the Township should proceed with this plan, then to meet with the Township Attorney and draft a two party agreement between the Township and developers outlining responsible parties for each portion. Community Development Director Graham stated that agreement would then be brought back to the Board for approval and further stated that the developer has already agreed, but would need to be put in proper legal form.

Manager Watkins stated that the Board can review the mechanics and address concerns such as Trustee Hicks mentioned.

Trustee Hicks asked if the easement that was referenced was for the southwest corner and whether it was an existing easement. Community Development Director Graham stated the easement does not exist and the location is correct. Director Graham further stated that he believes Mr. Kyes' plan is that when Ashford Manor development starts constructing roads and digging for utilities, the detention pond would be excavated. In regard to timing, Community Development Director Graham stated that Mr. Kyes thought June or July.

Trustee Hicks asked who holds the easement as well as the scope of what they would contain – utilities/drainage and access. Community Development Director Graham stated that the 40 foot would be all of those and the easement area would be for storm drainage, however he believes that it should still continue to be available to use the pond or just open space.

Trustee Hicks asked if the property is owned by Pointe West, that the homeowner's association is granting an easement to the County as well as the Township. Community Development Director Graham stated that the 40 was going to have an easement across it and that he believes that the 3 acres will still be owned by the Township and be encumbered by an easement.

Trustee Hicks pointed out the parties benefited by the easement are the Eaton County Drain Commission, the Township and residents of that neighborhood to access the park. Community Development Director Graham stated that is why the agreement needs to be drafted by attorneys.

Mr. Kyes stated that the 40 feet and the corner area is going to be a park and a plat. Mr. Kyes stated that there cannot be an ingress/egress across a lot, so the developer can't have the trail that is required by Delta Township to have two access points to the park. Mr. Kyes stated there is a sanitary and water main extension to the park property from Pointe West, which will give the Township an easement of 40 feet in width. Mr. Kyes further stated that in this case the developer could move it down to another lot line, however the best placement would be in the 40 foot strip to allow access to the detention basin, which will have its own easement on it for maintenance by the Drain Commission.

Trustee Kosinski asked whether the Township would maintain ownership of the detention pond and Mr. Kyes stated that right now it is the Township's property for their use in the future, and the developer is building it. Mr. Kyes stated that because it is the Township's property with an easement, the maintenance is the responsibility of the Drain Office not the Township.

Trustee Kosinski summarized that it is a question is the loss of the 3 acres out of the 60 as far as recreational value as opposed to what is the overall benefit the Township may in the future be receiving, but also it co-mingles with benefit of the private residents of the development.

Clerk Clark stated there is no question that the Township has to have a way to manage the water if the Township develops the property.

Trustee Hicks stated that there are many unknown variables because there is not yet a plan to develop this property.

Clerk Clark asked for a rough estimate of the cost. Mr. Kyes stated that if it is straightforward it is estimated to be \$8,000-10,000.

Clerk Clark asked if the Township does nothing and it is Township water flowing into the subdivision if there is a liability to the Township. Mr. Kyes stated that it was an existing issue and there is no Township liability.

Lisa McCormick who is President of the homeowners association at Pointe West, lives at 7467 Lonsdale Circle. Ms. McCormick stated that she has no issue with future development but asks if the current flooding problem can be fixed. Ms. McCormick stated that there has been one home lost, the adjacent home and a car have been damaged – that the shrubs that the homeowners pay for sustained \$1,000 in damage, a house at one of the ponds has been flooded. Ms. McCormick stated that fixing Pointe West after development of Ashford Manor doesn't make sense and asked when the Pointe West problem would be solved.

Trustee Hicks stated that the leverage that the Township has is somewhat limited in respect to placing contingencies on future development.

Clerk Clark clarified the property that Mr. McGraw purchased and whether there was any liability for the developed property if he didn't develop his purchase. Clerk Clark stated that Mr. McGraw committed to fixing the problem when he last appeared at the Board meeting.

Mr. Kyes restated the steps that would need to be taken to correct the flooding problem as well as Mr. McGraw's desire to build the detention pond at the beginning of the Ashford Manor construction when the equipment is on site. Ms. McCormick asked when that was going to happen and confirmed that the detention pond would be built at the same time. Mr. Kyes stated that the plans are almost completed and it looks to be 6-8 weeks out to approval. Ms. McCormick confirmed that once Ashford Manor is approved that the Pointe West problem will be resolved with the detention pond construction. Mr. Kyes stated that is what has been

conveyed and represented at a Township Board meeting and that the plan is to mass grade it all at once and plans to extend out the 21" out into the dirt area to better collect it.

Trustee Kosinski asked what type of oversight the Township would have to ensure completion of the agreement as stated. Mr. Kyes stated that not only would there be the agreement between the Townships but it would be inspected by the Drain Office.

Supervisor Fletcher asked what the overall consensus was in regard to the proposal. Manager Watkins stated starting with the attorney, reviewing the cost/benefit ratio and the mechanics.

Clerk Clark stated that she doesn't view it as a loss if the Township maintains ownership and it solves the current drainage issues. Trustee Hicks stated that it is unknown how the Township will be developed. Clerk Clark stated that while she understands Trustee Hicks point even if the Township has to install a second pond later, that she is counting on both the Township and developer engineer to understand and develop a for Pointe West.

Trustee Hicks stated that allowing a developer to develop Township property can set precedent for future similar cases.

Supervisor Fletcher agreed that a cost/benefit review needs to be done. Manager Watkins stated that he believes the way Trustee Hicks is trying to view the proposal is if the cost to the developer was \$100,000 to put the detention pond on his property and \$10,000 to put it on Township property – that is quite a benefit to the developer and is something that needs to be weighed.

Treasurer Pizzo stated he believes there is value in solving the problem now for the residents that are there now. That it is unknown whether the Township will ever develop the property.

Trustee Kosinski stated that he agrees however the plat has changed since the original owners came. That this agreement with the Township is a way for the developer to maximize the amount of lots for maximum profitability and this is a way to take care of a water issue and still maximize lots.

Trustee Hicks noted that he is aware that the detention pond benefits him as he lives there and would save him money if the homeowner's association doesn't have to file suit in order to compel the new or old developer to fix the existing problem.

Clerk Clark clarified if Mr. McGraw decides that he isn't going to fix the Pointe West

problem the flooding doesn't get fixed and the Township has no leverage or power to fix the problem. Community Development Director Graham stated that the problem being experienced in Ashford, however as Mr. Kyes pointed out – some of the water going to Pointe West is supposed to be going to Ashford. Director Graham further stated that upon review of the Ashford plat, the proper question should be whether Ashford water is being taken on Ashford or is going elsewhere.

Clerk Clark asked where the majority of the water is coming from and Community Development Director Graham stated that there is approximately 40 acres of Township drainage right now that is going across Pointe West.

Trustee Hicks asked assuming that the Township property was not there and there was a private developer and homeowners association who came to the Township asking what the Township was going to do for them to fix the problem. Trustee Hicks stated that this problem was created because the developer did not adequately provide for drainage, and asked as a municipality whether the Township gets involved in the dispute. Community Development Director Graham stated that the answer is no, it is a civil matter and between private parties. That the Drain Office is responsible for drains.

Clerk Clark asked if Mr. McGraw chose to do nothing could the Township be sued and Trustee Hicks stated no that the Township property predated the development. Clerk Clark asked if the neither the Township nor the developer chose to develop either property then the flooding doesn't get fixed.

There was consensus to work with attorneys and bring it back to the Board.

**XVII. PUBLIC COMMENTS –**

**XVIII. ADJOURNMENT**

Supervisor Fletcher adjourned the meeting at 8:10 p.m.

CHARTER TOWNSHIP OF DELTA

KENNETH FLETCHER, SUPERVISOR

MARY R CLARK, CLERK

MONDAY, APRIL 21, 2014 TOWNSHIP BOARD MINUTES – REGULAR MEETING  
CHARTER TOWNSHIP OF DELTA  
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/kit  
M:\Regular Board Meeting\BD\MIN\April 21, 2014  
Minutes Approved:

## MEMO



TO: Delta Charter Township Board

FROM: Gary Arnold, P.E.  
Township Engineer

DATE: April 21, 2014

SUBJECT: Bid Results and Recommendation for Award  
Webster Road Water System Improvements

The Township received sealed bids for the Webster Road Water System Improvements on Thursday, April 17, 2014. A total of six (6) bids were received; the three (3) low bids were as follows:

Concord Excavating and Grading, Inc.	\$ 269,839.00
CL Trucking and Excavating, LLC	\$ 364,746.00
Scarlett Excavating, Inc.	\$ 407,137.00

The pre-bid estimate prepared by Fleis & Vandenbrink was \$400,000. A copy of the bid tabulation is attached for your reference.

Concord Excavating is an established underground/utility contractor based in Concord, Michigan. The firm has completed numerous utility and road construction projects in the mid-Michigan area; they have not previously worked on utility projects for the Township.

We contacted the following references provided by Concord Excavating:

- Jackson County Transportation Department; Mr. John Sanders
- City of Albion; Mr. Harry Longon
- City of Jackson; Mr. Troy White
- Eaton County Road Commission; Matt Hannahs, P.E.
- Fleis & Vandenbrink; Mr. Steve Bishop, P.E.
- C2AE; Mr. Paul Risberg

Both the City of Jackson and the Jackson County Transportation Department have had numerous projects with Concord Excavating. Both references stated that they have no issues with the work performed by Concord Excavating and they are fair in asking for and pricing change orders.

We did have a concern given the significant spread in costs between Concord Excavating and the second low bid. Ken Williams of Concord Excavating indicated, both at the bid opening and in a subsequent phone conversation, that they are comfortable with their bid.

Bid Results and Recommendation for Award  
Webster Road Water System Improvements  
Page 2

They stated that they recently were awarded a project for the Eaton County Road Commission for a road project on Canal Road south of the State Secondary Complex.

Based upon the results of the bid and our subsequent reference checks, we recommend the award of the Webster Road Water System Improvements to Concord Excavating, Inc. in the amount of \$ 269,839.00.

Proposed Motion for Board Consideration

**“I move that the Delta Charter Township Board accept the bid from Concord Excavating and Grading, Inc. for the Webster Road Water System Improvements in the amount of \$269,839.00.**

**I further move that the Township Manager be authorized and directed to execute the necessary documents related to the aforementioned projects.”**

We will attend the May 5, 2014 Board Meeting to address any questions the Board may have. In the interim, please contact us if you have any questions. Thank you.

cc: Richard Watkins, Township Manager  
Tom Morrissey, Utilities Director  
Gary Bozek, AICP, PCP, Community Development Department



# Delta Charter Township

## Bid Tabulation: Webster Road Water System Improvements

Bid Date: April 17, 2014

ITEM	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	Concord Excavating		CL Trucking & Excavating		Scarlett Excavating, Inc.		E.T. Mackenzie Company		Barnhart & Son, Inc.		C & D Hughes	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	General Conditions, Bonds, and Insurances, Max. 5%	Lump Sum	1	\$5,000.00	\$5,000.00	\$18,000.00	\$18,000.00	\$20,000.00	\$20,000.00	\$10,260.00	\$10,260.00	\$17,000.00	\$17,000.00	\$18,000.00	\$18,000.00
2	Traffic Control	Lump Sum	1	\$1,095.00	\$1,095.00	\$5,200.00	\$5,200.00	\$5,000.00	\$5,000.00	\$1,836.00	\$1,836.00	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00
3	Soil Erosion Control	Lump Sum	1	\$1,500.00	\$1,500.00	\$2,200.00	\$2,200.00	\$1,500.00	\$1,500.00	\$1,116.00	\$1,116.00	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00
4	Dust Palliative, Applied	Ton	6	\$10.00	\$60.00	\$20.00	\$120.00	\$50.00	\$300.00	\$301.00	\$1,806.00	\$685.00	\$4,110.00	\$0.01	\$0.06
5	Water for Dust Control	Gallon	8,000	\$0.10	\$800.00	\$0.01	\$80.00	\$0.01	\$80.00	\$0.12	\$960.00	\$0.50	\$4,000.00	\$0.01	\$80.00
6	Tree Removal & Trimming	Lump Sum	1	\$2,000.00	\$2,000.00	\$250.00	\$250.00	\$1,500.00	\$1,500.00	\$465.00	\$465.00	\$1,500.00	\$1,500.00	\$1,000.00	\$1,000.00
7	Subgrade Undercutting, Type II	Cyd	100	\$15.00	\$1,500.00	\$0.01	\$1.00	\$0.01	\$1.00	\$19.80	\$1,980.00	\$17.00	\$1,700.00	\$12.00	\$1,200.00
8	Trench Undercutting and Backfill	Cyd	100	\$22.00	\$2,200.00	\$0.01	\$1.00	\$0.01	\$1.00	\$45.85	\$4,585.00	\$36.00	\$3,600.00	\$35.00	\$3,500.00
9	Remove HMA Surface	Syd	3,100	\$2.00	\$6,200.00	\$2.00	\$6,200.00	\$1.50	\$4,650.00	\$2.85	\$8,835.00	\$5.00	\$15,500.00	\$2.00	\$6,200.00
10	Cold Mill HMA Surface	Syd	2,400	\$2.00	\$4,800.00	\$2.00	\$4,800.00	\$2.85	\$6,840.00	\$1.55	\$3,720.00	\$3.50	\$8,400.00	\$2.00	\$4,800.00
11	Remove Concrete Driveway	Sft	500	\$0.50	\$250.00	\$1.00	\$500.00	\$2.00	\$1,000.00	\$0.60	\$300.00	\$2.00	\$1,000.00	\$2.00	\$1,000.00
12	Remove HMA Driveway	Syd	50	\$5.00	\$250.00	\$5.00	\$250.00	\$7.00	\$350.00	\$6.35	\$317.50	\$10.00	\$500.00	\$20.00	\$1,000.00
13	Remove Concrete Curb & Gutter	Ft	120	\$5.00	\$600.00	\$6.00	\$720.00	\$7.00	\$840.00	\$2.50	\$300.00	\$10.00	\$1,200.00	\$8.00	\$960.00
14	Remove Concrete Sidewalk	Sft	4,200	\$0.50	\$2,100.00	\$1.00	\$4,200.00	\$1.00	\$4,200.00	\$0.60	\$2,520.00	\$0.75	\$3,150.00	\$1.00	\$4,200.00
15	Remove Hydrant	Ea	1	\$250.00	\$250.00	\$150.00	\$150.00	\$200.00	\$200.00	\$411.00	\$411.00	\$500.00	\$500.00	\$500.00	\$500.00
16	Abandon Valve	Ea	5	\$80.00	\$400.00	\$125.00	\$625.00	\$100.00	\$500.00	\$109.00	\$545.00	\$500.00	\$2,500.00	\$500.00	\$2,500.00
17	6" Underdrain	Ft	100	\$5.00	\$500.00	\$5.00	\$500.00	\$5.00	\$500.00	\$6.70	\$670.00	\$11.00	\$1,100.00	\$6.00	\$600.00
18	12" inch Watermain	Ft	2,200	\$15.00	\$33,000.00	\$40.00	\$88,000.00	\$49.50	\$108,900.00	\$46.65	\$102,630.00	\$47.35	\$104,170.00	\$65.00	\$143,000.00
19	8" inch Watermain	Ft	50	\$30.00	\$1,500.00	\$35.00	\$1,750.00	\$45.00	\$2,250.00	\$54.15	\$2,707.50	\$48.90	\$2,445.00	\$55.00	\$2,750.00
20	6" inch Watermain	Ft	60	\$30.00	\$1,800.00	\$35.00	\$2,100.00	\$40.00	\$2,400.00	\$41.65	\$2,499.00	\$58.05	\$3,483.00	\$55.00	\$3,300.00
21	Connect to Existing Watermain	Ea	6	\$700.00	\$4,200.00	\$1,000.00	\$6,000.00	\$2,000.00	\$12,000.00	\$2,000.00	\$12,000.00	\$2,300.00	\$13,800.00	\$3,500.00	\$21,000.00
22	Tee, 12" x 12" x 12"	Ea	2	\$150.00	\$300.00	\$250.00	\$500.00	\$300.00	\$600.00	\$55.00	\$110.00	\$375.00	\$750.00	\$700.00	\$1,400.00
23	Tee, 12" x 12" x 8"	Ea	2	\$150.00	\$300.00	\$250.00	\$500.00	\$250.00	\$500.00	\$61.00	\$122.00	\$385.00	\$770.00	\$600.00	\$1,200.00
24	Tee, 12" x 12" x 6"	Ea	4	\$150.00	\$600.00	\$250.00	\$1,000.00	\$225.00	\$900.00	\$45.00	\$180.00	\$395.00	\$1,580.00	\$500.00	\$2,000.00
25	12" Valve and Box	Ea	4	\$2,000.00	\$8,000.00	\$2,500.00	\$10,000.00	\$2,000.00	\$8,000.00	\$2,048.00	\$8,192.00	\$1,975.00	\$7,900.00	\$2,200.00	\$8,800.00
26	8" Valve and Box	Ea	1	\$1,200.00	\$1,200.00	\$1,500.00	\$1,500.00	\$1,200.00	\$1,200.00	\$1,155.00	\$1,155.00	\$1,200.00	\$1,200.00	\$1,500.00	\$1,500.00
27	6" Valve and Box	Ea	4	\$825.00	\$3,300.00	\$750.00	\$3,000.00	\$550.00	\$2,200.00	\$455.00	\$1,820.00	\$295.00	\$1,180.00	\$1,000.00	\$4,000.00
28	12" x 90" Bend	Ea	4	\$150.00	\$600.00	\$250.00	\$1,000.00	\$225.00	\$900.00	\$276.00	\$1,104.00	\$690.00	\$2,760.00	\$450.00	\$1,800.00
29	12" x 45" Bend	Ea	3	\$150.00	\$450.00	\$750.00	\$2,250.00	\$225.00	\$675.00	\$478.00	\$1,434.00	\$650.00	\$1,950.00	\$450.00	\$1,350.00
30	12" x 22 1/2" Bend	Ea	2	\$525.00	\$1,050.00	\$100.00	\$200.00	\$500.00	\$1,000.00	\$643.00	\$1,286.00	\$630.00	\$1,260.00	\$400.00	\$800.00
31	12" x 11 1/4" Bend	Ea	2	\$525.00	\$1,050.00	\$100.00	\$200.00	\$500.00	\$1,000.00	\$373.00	\$746.00	\$620.00	\$1,240.00	\$400.00	\$800.00
32	12" Plug	Ea	1	\$50.00	\$50.00	\$100.00	\$100.00	\$200.00	\$200.00	\$109.00	\$109.00	\$235.00	\$235.00	\$300.00	\$300.00
33	12" x 10" Reducer	Ea	3	\$100.00	\$300.00	\$250.00	\$750.00	\$400.00	\$1,200.00	\$222.00	\$666.00	\$450.00	\$1,350.00	\$400.00	\$1,200.00
34	8" x 6" Reducer	Ea	1	\$350.00	\$350.00	\$300.00	\$300.00	\$300.00	\$300.00	\$167.00	\$167.00	\$314.00	\$314.00	\$250.00	\$250.00
35	6" x 45" Bend	Ea	4	\$225.00	\$900.00	\$500.00	\$2,000.00	\$200.00	\$800.00	\$148.00	\$592.00	\$275.00	\$1,100.00	\$200.00	\$800.00
36	Fire Hydrant	Ea	3	\$250.00	\$750.00	\$750.00	\$2,250.00	\$2,500.00	\$7,500.00	\$441.00	\$1,323.00	\$220.00	\$660.00	\$2,500.00	\$7,500.00
37	12" Watermain Offset	Ea	4	\$1,900.00	\$7,600.00	\$100.00	\$400.00	\$2,000.00	\$8,000.00	\$4,806.00	\$19,224.00	\$3,000.00	\$12,000.00	\$1,500.00	\$6,000.00
38	1" Corporation Stop	Ea	25	\$150.00	\$3,750.00	\$300.00	\$7,500.00	\$150.00	\$3,750.00	\$721.00	\$18,025.00	\$300.00	\$7,500.00	\$500.00	\$12,500.00
39	1" Water Service	Ft	1,000	\$15.50	\$15,500.00	\$17.00	\$17,000.00	\$20.00	\$20,000.00	\$10.10	\$10,100.00	\$19.50	\$19,500.00	\$30.00	\$30,000.00
40	1" Curb Stop and Box	Ea	25	\$200.00	\$5,000.00	\$200.00	\$5,000.00	\$200.00	\$5,000.00	\$247.00	\$6,175.00	\$190.00	\$4,750.00	\$500.00	\$12,500.00
41	Auger Water Service	Ea	20	\$200.00	\$4,000.00	\$250.00	\$5,000.00	\$300.00	\$6,000.00	\$892.00	\$17,840.00	\$590.00	\$11,800.00	\$820.00	\$16,400.00
42	Reconnect Existing Water Service	Ea	25	\$200.00	\$5,000.00	\$100.00	\$2,500.00	\$150.00	\$3,750.00	\$129.00	\$3,225.00	\$400.00	\$10,000.00	\$100.00	\$2,500.00
43	Cut & Plug Existing Watermain	Ea	3	\$200.00	\$600.00	\$200.00	\$600.00	\$250.00	\$750.00	\$513.00	\$1,539.00	\$525.00	\$1,575.00	\$300.00	\$900.00
44	Roadway Grading	Sta	16.0	\$300.00	\$4,800.00	\$1,200.00	\$19,200.00	\$500.00	\$8,000.00	\$1,630.00	\$26,080.00	\$1,200.00	\$19,200.00	\$500.00	\$8,000.00
45	Subbase, CIP	Cyd	1,200	\$10.50	\$12,600.00	\$10.00	\$12,000.00	\$12.75	\$15,300.00	\$11.75	\$14,100.00	\$14.00	\$16,800.00	\$10.00	\$12,000.00
46	Concrete Curb and Gutter	Ft	120	\$12.50	\$1,500.00	\$18.00	\$2,160.00	\$20.00	\$2,400.00	\$18.00	\$2,160.00	\$25.00	\$3,000.00	\$15.00	\$1,800.00
47	8" Aggregate Base	Syd	3,200	\$5.00	\$16,000.00	\$5.50	\$17,600.00	\$6.50	\$20,800.00	\$5.35	\$17,120.00	\$5.75	\$18,400.00	\$6.00	\$19,200.00
48	HMA, 13A	Ton	1,300	\$60.50	\$78,650.00	\$60.50	\$78,650.00	\$62.50	\$81,250.00	\$61.70	\$80,210.00	\$64.00	\$83,200.00	\$60.50	\$78,650.00
49	HMA, Approach	Ton	10	\$100.00	\$1,000.00	\$100.00	\$1,000.00	\$125.00	\$1,250.00	\$102.00	\$1,020.00	\$110.00	\$1,100.00	\$100.00	\$1,000.00
50	Dr Structure Cover, Adj, Case 1	Ea	4	\$325.00	\$1,300.00	\$350.00	\$1,400.00	\$250.00	\$1,000.00	\$773.00	\$3,092.00	\$220.00	\$880.00	\$400.00	\$1,600.00
51	6" Nonreinforced Concrete Driveway	Sft	350	\$3.00	\$1,050.00	\$4.75	\$1,662.50	\$5.00	\$1,750.00	\$5.75	\$2,012.50	\$4.55	\$1,592.50	\$3.40	\$1,190.00
52	4" Concrete Sidewalk	Sft	3,650	\$2.40	\$8,760.00	\$3.60	\$13,140.00	\$4.00	\$14,600.00	\$3.25	\$11,862.50	\$3.35	\$12,227.50	\$2.90	\$10,585.00
53	6" Concrete Sidewalk	Sft	150	\$3.00	\$450.00	\$4.75	\$712.50	\$5.00	\$750.00	\$3.95	\$592.50	\$4.55	\$682.50	\$3.40	\$510.00
54	6" Concrete Sidewalk Ramp, ADA	Sft	400	\$6.00	\$2,400.00	\$4.75	\$1,900.00	\$7.00	\$2,800.00	\$5.00	\$2,000.00	\$6.40	\$2,560.00	\$5.75	\$2,300.00
55	Detachable Warning Surface	Ft	20	\$40.00	\$800.00	\$65.00	\$1,300.00	\$60.00	\$1,200.00	\$55.00	\$1,100.00	\$100.00	\$2,000.00	\$60.00	\$1,200.00
56	Pavt Mrkg, Waterborne, 4 inch, Yellow	Ft	3,200	\$0.38	\$1,216.00	\$0.38	\$1,216.00	\$0.25	\$800.00	\$0.39	\$1,248.00	\$1.00	\$3,200.00	\$0.38	\$1,216.00
57	Pavt Mrkg, Waterborne, 4 inch, White	Ft	1,600	\$0.38	\$608.00	\$0.38	\$608.00	\$0.25	\$400.00	\$0.39	\$624.00	\$1.00	\$1,600.00	\$0.38	\$608.00
58	Surface Restoration	Ft	2,200	\$3.50	\$7,700.00	\$3.00	\$6,600.00	\$3.00	\$6,600.00	\$4.85	\$10,670.00	\$5.80	\$12,760.00	\$2.76	\$6,072.00
59	Mulch Blanket	Syd	200	\$1.50	\$300.00	\$2.00	\$400.00	\$5.00	\$1,000.00	\$1.55	\$310.00	\$5.00	\$1,000.00	\$1.50	\$300.00
				<b>TOTAL</b>	<b>\$269,839.00</b>		<b>\$364,746.00</b>		<b>\$407,137.00</b>		<b>\$429,798.50</b>		<b>\$466,234.50</b>		<b>\$482,321.06</b>

# NEIGHBORHOOD BLOCK PARTY KIT

AN EASY GUIDE ON HOW TO ORGANIZE A  
NEIGHBORHOOD BLOCK PARTY

# CONTENTS

1. Reasons To Have A Block Party
2. Things To Keep In Mind When Planning A Block Party
3. Resources Available:
  - Fire Department Appearance
  - Barricades
  - Local Food Vendor List
  - Inflatable Jump House Discount
4. Reminders:
  - No Alcohol Is Permitted On Township Streets
  - Permit Is Required to Consume Alcohol in Township Parks
  - All Township Parks are Smoke Free
  - Street Closures must Provide Access go Emergency Personnel in Case of an Emergency
  - Noise Waiver is Required if Hiring a DJ or Band and Playing Music After 10 P.M.

# Top Reasons to Have a Block Party

“Building Communities one Block at a Time!”



To have fun and to meet your neighbors.

The more you know members of your neighborhood, the more likely you are to identify strangers or suspicious people.

# Top Reasons to Have a Block Party

“Building Communities one Block at a Time!”

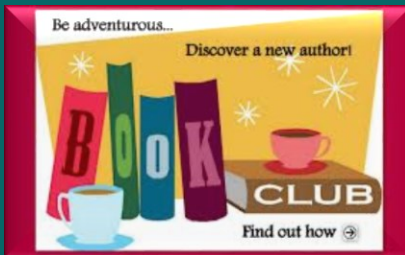
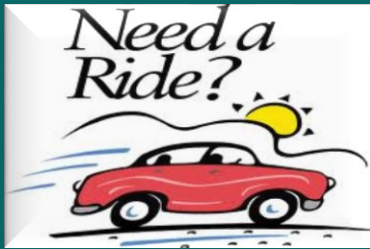
To increase the sense of belonging in your neighborhood.

To increase a township-wide sponsored group, such as a Neighborhood Organization or a Neighborhood Crime Watch.



# Top Reasons to Have a Block Party

“Building Communities one Block at a Time!”



To make connections within the community. When you know people, you can exchange skills or resources, organize a Book club, start a babysitting co-op, or share carpooling duties, to name a few.



# Top Reasons to Have a Block Party

“Building Communities one Block at a Time!”

To plan a campaign for traffic slow down, to get better lighting, or address other interests.



To “use” the street for a day to participate in activities such as roller blading, street hockey, or to set up a kids “jump house”.

# Top Reasons to Have a Block Party

To have a neighborhood clean-up day, play some good music and barbecue when all the work is done!



To learn a little about each other and know who might need a little extra help from time-to-time.



# Top Reasons to Have a Block Party



Last but not least, start a yearly neighborhood tradition of getting together at least once a year!

# Planning Your Neighborhood Block Party

## Things To Consider When Organizing Your Event:

- Gather a few neighbors and divide up the tasks. Decide on a possible theme, activities, etc.
- Start knocking on doors to find out if there is enough interest and, if so, which day would be best for most of the people.
- Decide what to do about food.
- Pick a date and time (mid-afternoon to evening usually works best). Respect neighborhood quietness after 10 p.m. Consider an alternate plan in case there is poor weather.

# Planning Your Neighborhood Block Party

## Things To Consider When Organizing Your Event:

- Go door-to-door and hand out an invitation (a sample one has been provided) or create your own. Recruit volunteers.
- Decide if the block party will be restricted to those in the neighborhood, or if people will be able to invite friends or relatives (if yes, how many?). Make this clear in your flyer/invitation.
- Have an environmentally friendly party. Ask everyone to bring their own reusable plates, cups, and cutlery to limit paper garbage and litter.
- Invite a Township Board member, a Deputy, or other township staff to stop by.

# Planning Your Neighborhood Block Party

## Things To Consider When Organizing Your Event:

- Request an appearance from our fire department, with either a fire truck or ambulance.
- Keep a record of everyone who attends and everyone you have contacted; after all, the idea of a Block Party is to connect with neighbors.
- Plan a lot of activities for children.



# Planning Your Neighborhood Block Party

## Planet X Events Discount Flyer:

*Delta Township Residents, mention this ad and receive 10% off your block party rental rate.*



Bounce Houses, Obstacle Courses, a Slip and Slide and a Quad Bungee Jump are just a few items available to make your event a success. Call Dale to schedule your event at 517.712.3190.



[www.planetxevents.com](http://www.planetxevents.com)

# Planning Your Neighborhood Block Party

## (Possible Food Vendors)

### LOCAL RESTAURANTS WHO CATER EVENTS

#### **Bob Evans**

625 Commercial Drive –  
517.622.8832

#### **Buffalo Wildwings**

718 Delta Commerce Drive –  
517.886.9464

#### **Cancun Mexican Grill**

8741 East Saginaw Highway –  
517.622.0343

#### **Carrabba's Italian Grill**

6540 West Saginaw Highway –  
517.323.8055

#### **Chipotle Mexican Grill**

5330 West Saginaw Highway –  
517.323.2069

#### **Fazoli's**

5617 West Saginaw Highway –  
517.323.8470

#### **Great Harvest**

6137 West Saginaw Highway –  
517.327.1088

#### **Hacienda Los Amigos**

5010 West Saginaw Highway –  
517.327.0545

#### **Panera Bread**

5330 West Saginaw Highway –  
517.703.9340

#### **Qdoba Mexican Grill**

5415 West Saginaw Highway –  
517.977.0063

#### **Taco E Mas**

801 Thomas L Parkway –  
517.327.8226

#### **Tony M's**

3420 South Creyts Road –  
517.322.2069

#### **Zaytoons Mediterranean**

940 Elmwood Lane – 517.203.5728

### PIZZERIAS

#### **Cottage Inn Pizza**

4218 West Saginaw Highway –  
517.321.4800

#### **Domino's Pizza**

4800 West Saginaw Highway –  
517.323.7575

#### **Falsetta's Casa Nova**

138 South Waverly Road –  
517.323.9181

#### **Jet's Pizza**

6227 West Saginaw Highway –  
517.323.2322

#### **Little Caesar's Pizza**

502 Elmwood Road –  
517.321.8055

#### **Marco's Pizza**

4801 West Saginaw Highway –  
517.323.3311

#### **Sir Pizza**

6418 East St. Joe Highway –  
517.323.2833



# Planning Your Neighborhood Block Party

## Things To Consider When Organizing Your Event:

- Include activities that encourage people to meet each other. Use nametags and include children by asking them to create the tags.
- Make sure that people with disabilities can participate in the activities and include their attendants.
- Inspire clean-up after the party by rewarding children with a prize for picking up garbage.



# Reminders

- Alcohol is only permitted on private property, or in township parks with a Township-issued alcohol permit.

Alcohol is not permitted on township streets. Contact the Parks, Recreation, and Cemeteries Department at 517.323.8555 to obtain an alcohol permit or for more information.



# Reminders

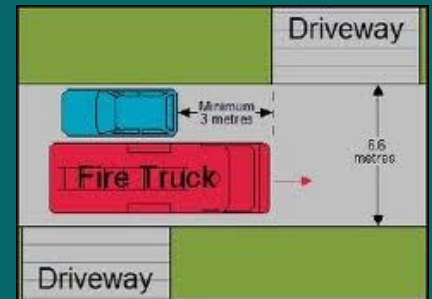
- All Township Parks are smoke-free. No smoking is allowed in any of our Parks.



- Residents should observe security precautions. For example, lock back doors to houses and keep equipment in sight.

# Reminders

- In hot weather, food spoils quickly; all perishables, such as salads and meats, should be stored in coolers and kept at the proper temperature.
- If you set up tables and chairs on a street, emergency vehicles must be able to access the area in case of an emergency.



# Reminders

- Observe safety precautions for all activities. For example, keep barbecues away from activities for children.
- Remind everyone the day before not to park on the streets, due to the road being closed for your Block Party!



# Requirements

- Complete a Barricade Request Form
- Complete a Noise Waiver Request Form
- Alcohol Permit if alcohol will be consumed in a Township Park.

## Block Party Application Form Instructions

*(This form also serves as a request for barricades)*

1. Fill out the form completely, including the location of the event and the location in which the barricades will be placed.
2. Deliver this form in person to the Manager's Office, or mail it to:  
  
Delta Township Manager's Office  
7710 West Saginaw Highway  
Lansing, 48917
3. Be sure to include the \$50 deposit. *(Applications will not be processed without a \$50 deposit.)*
4. Allow ten (10) business days for this process. This form will be received in the Manager's Office of Delta Township and sent to the Eaton County Road Commission for their approval and then sent back to the Manager's Office.
5. You will be notified by email, or by phone, whether the request is approved or not approved.
6. If your request is approved, and barricades are required, you will need to pick up the barricades from the Delta Township Parks & Recreation Department maintenance shop, at the designated time provided when you receive confirmation of your approval.
7. The \$50 deposit is required with the request form. The deposit will be returned if the request is denied, or when the barricades are returned to the Delta Township Parks & Recreation Department maintenance shop.
8. If you have questions about this procedure, please call the Manager's Office at 323-8590.



## APPLICATION FOR BLOCK PARTY AND THE USE OF BARRICADES

For Residential Local Streets on Weekends or Holidays. Please complete this form and either deliver it in person to the Manager's Office or mail it to Manager's Office c/o Delta Township, 7710 W. Saginaw Highway, Lansing, MI 48917  
Include a \$50 deposit if you are requesting barricades for your event.

### LOCATION, DATE & TIME

Street Requested to be Closed \_\_\_\_\_

Between \_\_\_\_\_ and \_\_\_\_\_  
(Cross Street Or House Address) (Cross Street Or House Address)

Date of Event/Street Closure \_\_\_\_\_ Time of Closure, From \_\_\_\_\_ to \_\_\_\_\_

\*Delta Township will provide necessary barricades for the event with the final approval of the Block Party Application.

### EVENT DETAILS

Expected # of Participants \_\_\_\_\_ Amplified Music (Circle One) Yes No

Alcohol Served (Circle One) Yes No Jump House (Circle One) Yes No

# of Barricades Needed \_\_\_\_\_ Date & Time Barricades Will be Picked up: \_\_\_\_\_

### APPLICANT CONTACT INFORMATION

Applicant \_\_\_\_\_

Address \_\_\_\_\_

Day Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

### PERMIT AGREEMENT RULES AND REGULATIONS

1. Loud, excessive or unreasonable noise is prohibited in Delta Township. Please be considerate of your neighbors.
2. Do not block fire hydrants. Provide access for emergency vehicles as necessary.
3. After the party is over, please clean up the street and the sidewalk.
4. Anyone serving alcohol must ensure that no minors under 21 are given, or allowed, to possess alcohol.

I have contacted all the residents along the closed portion of the street. I have read, understand, and agree to comply with the Block Party Street Closure Permit Rules and Regulations as stated above.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Contact phone number and name of responsible person during the hours of the event:

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Approved by: \_\_\_\_\_ (Delta Township) Date \_\_\_\_\_

Approved by: \_\_\_\_\_ (ECRC) Date \_\_\_\_\_

Date Notified Delta Patrol: \_\_\_\_\_ Date Notified Fire Department: \_\_\_\_\_

Amount of Deposit: \$50 Check #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Barricades Returned: \_\_\_\_\_



## Delta Charter Township

7710 West Saginaw Highway  
Lansing, MI 48917  
517-323-8590

### NOISE WAIVER REQUEST Sound Amplifying Equipment (SAE)

APPLICATION FOR A WAIVER OF RELIEF FROM THE NOISE LEVEL DESIGNATED  
IN ARTICLE V OF CHAPTER 14 (NOISE CONTROL) OF THE DELTA CHARTER  
TOWNSHIP CODE OF ORDINANCES.

Date Submitted: \_\_\_\_\_ (must be at least two (2) weeks prior to the  
date of request)

Name of Organization/Individual Using Equipment: \_\_\_\_\_

Address Where Equipment will be used:  
\_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Purpose of using SAE: \_\_\_\_\_

On site (24 hour contact) Name: \_\_\_\_\_ Mobile #: \_\_\_\_\_

On site (24 hour contact) Name: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Please circle one:      **Stationary**    or    **Mobile**

If mobile, license and vehicle numbers: \_\_\_\_\_

Date(s) Waiver is needed: \_\_\_\_\_ Hours Waiver is needed: \_\_\_\_\_

Maximum sound producing power of SAE, including wattage and volume in decibels of  
sound, which will be produced: \_\_\_\_\_

Approximate distance from which sound will be audible from SAE: \_\_\_\_\_

**Please submit request to the Delta Township Manager's Office two weeks  
prior to the date of request.**

*\*Additional information on backside.*

### APPLICATION FOR NOISE WAIVER

PAGE 2

Applications may be made to the Township Board or its duly authorized  
representatives on the basis of undue hardship. Relief may be granted as applied  
for if one of the following is found:

1. That additional time is necessary for the applicant to alter or modify his/her  
activity or operation to comply with this article; or
2. The activity, operation or noise source will be of temporary duration, and  
cannot be done in a manner that would comply with other subsections of this  
section; and
3. That no other reasonable alternative is available to the applicant.

The Township Board may prescribe any conditions or requirements deemed  
necessary to minimize adverse effects upon the community or the surrounding  
neighborhood.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

### OFFICE USE ONLY

APPLICATION FEE: \$50    PAID \_\_\_\_/\_\_\_\_/\_\_\_\_    RECEIPT NO. \_\_\_\_\_

APPROVED BY THE TOWNSHIP BOARD \_\_\_\_/\_\_\_\_/\_\_\_\_

APPROVED FOR THE FOLLOWING DATES: \_\_\_\_\_